


# Read It Again, Sam!

## Book 1



*It's Joe's birthday  
on Friday. Let's  
all bring a dish to  
pass and eat the  
cafeteria.*

## Proofreading Activities

*by Ellen McPeck Glisan*



P • E • E • K • A • N



Roy Thomas

9/25/95

\$29.95

©1994 Peekan Publications, Inc.

P.O. Box 513

Freeport, IL 61032

Read It Again, Sam! is designed to be reproduced for and only for the classroom for which it was purchased. Reproduction of these materials for any other reason is strictly forbidden.

ISBN No. 0-922996-13-x

Cat. No. LA230

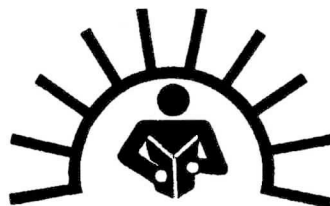


# *Read It Again, Sam!*

## *Book 1*

# Proofreading Activities

by  
Ellen McPeck Glisan



**THE PEEKAN DIFFERENCE**

## TABLE OF CONTENTS

Product Overview .....	1
Objectives .....	1
Teaching Suggestions: Introduction and Preparation .....	1
Proofreading Tips .....	3
Using the Answer Keys .....	4
Homophones Focused on in <i>Read It Again, Sam! Book 1</i> .....	5
Introductory Activity .....	6
Activities and Answer Keys .....	8
Words That are Misspelled in <i>Read It Again, Sam! Book 1</i> .....	108



## Product Overview

*Read It Again, Sam! Book 1* is a collection of notes, letters, stories, newspaper articles and other written pieces. Each selection has 20 errors embedded within. The errors are limited to the types discussed in the Introduction on page 3. A simple set of Proofreading Tools is offered at the top of each page. Each selection has an answer key on its facing page. The answer keys provide both the proofreading mark and/or correction and some educational insights that can be used to help prevent future errors.

## Objectives

- Students will learn to recognize errors in materials they read.
- Students will mark the following as errors:
  - °Sentences that do not start with a capital letter
  - °Proper nouns that are not capitalized
  - °Words that are capitalized without a reason
  - °Improper use of homophones--Students will write the proper homophones.
  - °Sentences that do not end with the proper punctuation--Students will supply the proper end punctuation when there is none and/or when an incorrect choice has been made.
  - °Missing words that can make the meaning of a sentence unclear--Students will insert words to clarify the sentence.
  - °Incorrectly spelled words--Students will insert the correct spellings.
  - °Words in a series that are not separated by commas and/or that have a comma before the conjunction--Students will insert commas in a series as needed.
  - °Cities that are not separated from their states by commas--Students will insert commas between cities and states when they have been omitted.
  - °Commas that are placed where they are not needed--Students will mark unnecessary commas for deletion.

## Teaching Suggestions

### Introduction and Preparation

- 1-- Proofreading is an essential part of all written endeavors. Since most jobs require some type of written output, proofreading is a widely used skill. Despite this fact, it is often not taught at all in schools or it is handled as an insignificant skill requiring very little practice. Peekan suggests that proofreading should be a part of every written piece of work produced in class (and everywhere else). It is a very significant skill that should be focused on.
- 2-- Some professionals use very sophisticated marking systems. However, for the layman, a common sense approach seems to be more appropriate. The box of Proofreading Tools at the top of each activity page is designed to offer a common

sense approach.

3-- It is advisable to offer warm-up activities to your students before they start working in *Read It Again, Sam!* on their own. The following are a few suggestions for warm-up activities.

- Complete the Introduction Activity on page 6 (answer key on p. 7).
- Write sentences on the board and have students correct them orally while you make the appropriate proofreading marks. Follow this with sentences on the board that are corrected and marked by volunteers.
- Dictate sentences to your students. Then, have them proofread their own sentences. Finally, write the sentences correctly on the board and have students compare.
- Give students a typed selection with an assortment of errors and have students correct the errors on paper.
- Have each student write five sentences with five errors in each and then proof each other's papers. Make sure students utilize only the types of errors included in the Introduction Activity on page 6.
- Have students select a page of the local newspaper to proofread. Have them mark all errors they find in red and bring their papers to class. Discuss why the newspaper employees do not catch these errors. (common human error, daily fast pace output, only one person proofing or no proofing, computer proofing instead of human, etc.)

4-- The main problems students have with proofreading include:

- missing existing errors
- marking errors that do not exist
- identifying errors correctly but not fixing them correctly

5-- Do not allow students to mark proofreading errors with pencil. It is hard to see both when correcting and when they are trying to make sure they have identified 20 errors. Red ink is the best choice because it stands out against black type better than any other color. If red ink is not an option, other ink colors can be used. (An exception to this suggestion would be to use blue or purple ink when the selection to be proofed is on red or orange paper.)

6-- *Read It Again, Sam!* has been designed with a multiple of different font types, different font sizes, different leadings, different selection sizes, different text configurations and different types of selections. This was done to offer a broad, realistic sampling of the spectrum of pieces that a person might be called on to proofread.

7-- It is suggested that some of the selections in *Read It Again, Sam!* be copied on paper other than white. Different colors offer a slightly different challenge.

8-- The ideal proofreading situation is to have double space lines that allow room to write corrections directly above the error. However, life is not always ideal. Some of the activities in *Read It Again, Sam!* are also not ideal. When the spacing does not allow this luxury, circle the error and write the notes in the closest



margin. We did not have the need to write in the margins as we prepared the answer keys. However, students might wish to.

- 9-- Each assignment in *Read It Again, Sam!* has 20 errors imbedded in it. This was done so students would have a sense of knowing what they are up against. Also, it was done to provide incentive to keep searching after the initial go through. Encourage your students to work until they find all 20 errors.
- 10-- It is recommended that the *Read It Again, Sam!* worksheets be done in order to allow for total benefit of the answer key clues that are faded out and/or condensed in later activities.

### **Proofreading Tips**

- 11-- Focusing on the types of errors that are included in *Read It Again, Sam! Book 1* will help students find elusive errors. In other words, knowing that end punctuation is an issue would suggest that students should check the end of each sentence.
- 12-- Students who tend to glide over errors without seeing them might be more effective if they read the selection out loud. This allows one to "hear" the errors.
- 13-- Using something for a line guide (such as a ruler) helps to focus on the mechanics rather than the content. The line guide should be placed under the line being read so that the next line of text cannot be seen.
- 14-- A dictionary is a vital part of proofreading. Even the very best proofreaders work closely with a dictionary. Encourage your students to use a dictionary to verify spelling, grammar and word choice.
- 15-- If you find that students constantly have problems locating a particular type of error, stop and thoroughly review that specific concept.
- 16-- Some students will have trouble blocking out the world around them so they can focus on proofreading. Sitting with ones hands over ones ears can help with this. Also, if available, individual cubicles are helpful. The best solution might be to take the assignment home and work on it in privacy.
- 17-- Reading more slowly can help with proofreading accuracy.
- 18-- Reading once through a selection for each type of error you are looking for can help with proofreading accuracy. In other words, read and look for end punctuation. Then, read and look for homophone problems. Then, read and look for.....etc.
- 19-- Reading backwards is sometimes recommended by proofreading specialists. However, Peekan recommends that you approach this one with care. Do not suggest this to students who have difficulties with reading.

- 20-- Zeroing in on one word at a time rather than flowing with the thought process is helpful.
- 21-- Read the selection once silently and once into a tape recorder. Then, listen to the recording and follow along. The combination of auditory and visual sometimes makes errors more obvious.
- 22-- A good proofreading technique is simply to read through the selection several times. Hence, the name: *Read It Again, Sam!* (Who are we trying to kid? The line "Play it again, Sam!" made famous by the movie, *Casablanca*, had something to do with our title choice as well!) Repeated rereading is not practical with lengthy pieces, but would work well with the selections in *Read It Again, Sam!*

### **Using the Answer Keys**

- 23-- It might be helpful to make a copy of an Activity answer key as a model for students to follow. The answer keys are intended to be a teacher tool. However, if you feel your students can handle it, they can use them for self correcting.
- 24-- The answer keys provide a possible replacement for missing words. This is not intended to be the only acceptable replacement. Accept any logical answer.
- 25-- If five different people read the same passage, they are likely to suggest five different ways to reword it. We all like wordings that sound comfortable to us. However, in *Read It Again, Sam! Book 1*, rewording is not included in the search for 20 errors. If you would like to explore rewording with your students after they are finished correcting the errors, feel free to do so.
- 26-- Homophone associations are provided on each answer sheet. You can share them with your students as memory cues or you can encourage them to create their own homophone associations. Whether you share those provided or your students create their own, explain to your students that they do not have to remember all the associations, only those that will solve a troublesome homophone problem. As a rule, associations have only been provided for one homophone in a set since remembering one in a set takes care of the problem.
- 27-- The "Hint" boxes on the answer keys are provided to add insight to errors. Space does not allow every error to have a "Hint" box. Therefore, those that seem more likely to need an explanation are assigned a box. Also, after the same hint is repeated a few times, it might be excluded or condensed in later activities.
- 28-- When more space was needed on an answer key page in order to include all the "Hints," portions of the text that did not include errors were covered up. Rest assured that there is nothing under those boxes that you will need to see!



## Homophones Focused on in *Read It Again, Sam! Book 1*

(The numbers correspond to Activities.)

ad—add—13	healed—heeled—48	real—reel—12
aid—aide—24	hear—here—41, 35	right—write—7
air—err—20	heard—herd—43	road—rode—rowed—17
all—awl—39	hertz—hurts—36	role—roll—6
allowed—aloud—14	hi—high—11	rote—wrote—23
ant—aunt—43	hoarse—horse—46	sail—sale—37
bail—bale—50	hole—whole—38	scene—seen—18
bare—bear—21	hoo—who—9	scent—sent—24
based—baste—44	hour—our—4	sea—see—5
bases—basis—10	in—inn—4, 35	seam—seem—23
be—bee—5, 35	independence—independents—23	seas—seize—50
beat—beet—38	knead—need—14, 35	sew—so—40
billed—build—47	knew—new—2	shew—shoe—47
bite—byte—20	knot—not—2, 35	side—sighed—45
board—bored—37	know—no—8	socks—Sox—25
bouy—boy—40	lain—lane—42	some—sum—16
brake—break—20	lead—led—30	son—sun—31
buy—by—bye—12, 35	leased—least—35	stake—steak—28
ceded—seeded—49	light—lite—29	stationary—stationery—37
censor—sensor—14	made—maid—21	steal—steel—31
cents, scents, sense—42	mail—male—41	straight—strait—44
close—clothes—27	main—mane—1	suite—sweet—46
coarse—course—44	maize—maze—19	tern—turn—17
council—counsel—25	meat—meet—5	their—there—they're—8
days—daze—9	might—mite—15	threw—through—18
dear—deer—39	mind—mined—45	to—too—two—3, 35
dew—do--due—1	missed—mist—26	told—tolled—32
died—dyed—31	more—moor—7, 35	vary—very—10
ewe—you—17	morning—mourning—38	wade—weighed—9
ewes--use--35	mussed--must--13	waist—waste—50
eye—I—11	one—won—2, 35	walk—wok—29
fair—fare—45	passed—past—33	warn—worn—21
feat—feet—41	patience—patients—22	way—weigh—28
find—fined—33	peace—piece—7	weak—week—8
flea—flee—12	peak—peek—24	wear—where—14
flew—flue—47	peer—pier—10	weather--whether--25
flour—flower—43	poor—pour—48	we—wee—3
for—fore—four—1	rapped—wrapped—49	which—witch—34
gait—gate—17	read—red—15	wood—would—3
grate—great—18	read—reed—14	your—you're—35

# Read It Again, Sam! Book 1--Introduction

## PROOFREADING TOOLS

Cross out errors or mark with a pointer. Write the appropriate abbreviation or correction.

Capital letter error--Cap	No end punctuation--(?) or (!) or (o)	Spelling error--spell word
Unnecessary capital--No Cap	Wrong end punctuation--(?) or (!) or (o)	Comma missing--(,)
Incorrect word--write word	Word missing-- <b>v word</b>	Unnecessary comma-- <b>X</b>

The activities in *Read It Again, Sam!* are all samples of actual written pieces that need to be proofread. The proofreading tools in the box above are to be used to mark errors that are found. Examples of the errors that will be found in *Read It Again, Sam Book 1* are included on this page. Read each explanation and mark the needed corrections.

<b>A sentence must start with a capital letter.</b>	a few of the girls were late for the party.
<b>Proper nouns must be capitalized. A proper noun is a word that names a specific person, place or thing.</b>	I really hope that donna will enjoy her time in chicago.
<b>Words should not be capitalized without a reason.</b>	I Will Be Joining Donna On Tuesday.
<b>Homophones are words that sound alike but are spelled differently.</b>	Wear dew ewe think Been will bee at for P.M.?
<b>Each sentence must end with a period, a question mark or an exclamation point.</b>	We will be there at six      What time is it Kevin loves chocolate
<b>Missing words can make the meaning of a sentence unclear.</b>	Ruby bought yellow chair.
<b>Words that are spelled incorrectly need to be corrected.</b>	I do not feal liek I hav been here for an hour.
<b>Words in a series must be separated by commas. No comma is needed before the conjunction.</b>	The Wilson's had peas potatoes bread gravy meatloaf and cherry pie.
<b>A city must be separated from its state by a comma.</b>	Darnell lives in Detroit Michigan.
<b>Commas are often placed where they are not needed.</b>	If, I go with, you, I will call, Joe, to tell him.



Hint: "Hint" boxes are included in the teacher's manual on each answer key page. These hints explain the reasoning behind some of the corrections that must be made. The hints are often similar to the information provided in the left hand column below.

The activities in *Read It Again, Sam!* are all samples of actual written pieces that need to be proofread. The proofreading tools in the box above are to be used to mark errors that are found. Examples of the errors that will be found in *Read It Again, Sam Book 1* are included on this page. Read each explanation and mark the needed corrections.

<b>A sentence must start with a capital letter.</b>	<b>Cap</b> a few of the girls were late for the party.
<b>Proper nouns must be capitalized. A proper noun is a word that names a specific person, place or thing.</b>	<b>Cap</b> I really hope that donna will enjoy her time <b>Cap</b> in chicago.
<b>Words should not be capitalized without a reason.</b>	<b>No Cap</b> <b>No Cap</b> <b>No Cap</b> <b>No Cap</b> I Will Be Joining Donna On Tuesday.
<b>Homophones are words that sound alike but are spelled differently.</b>	<b>Where do you</b> <b>Ben</b> <b>be</b> <b>four</b> Wear dew ewe think Been will bee at for P.M.?
<b>Each sentence must end with a period, a question mark or an exclamation point.</b>	We will be there at six ○ What time is it ? Kevin loves chocolate !
<b>Missing words can make the meaning of a sentence unclear.</b>	<b>the</b> Ruby bought yellow chair.
<b>Words that are spelled incorrectly need to be corrected.</b>	<b>feel like have</b> I do not feal liek I hav been here for an hour.
<b>Words in a series must be separated by commas. No comma is needed before the conjunction.</b>	The Wilson's had peas , potatoes , bread , gravy , meatloaf and cherry pie.
<b>A city must be separated from its state by a comma.</b>	Darnell lives in Detroit , Michigan.
<b>Commas are often placed where they are not needed.</b>	If I go with you , I will call Joe , to tell him. X X X X X

# Read It Again, Sam! Book 1--Activity #1

## PROOFREADING TOOLS

**Cross out errors or mark with a pointer. Write the appropriate abbreviation or correction.**

Capital letter error--Cap	No end punctuation--(?) or (!) or (o)	Spelling error--spell word
Unnecessary capital--No Cap	Wrong end punctuation--(?) or (!) or (o)	Comma missing--(,)
Incorrect word--write word	Word missing-- $\surd$ <b>word</b>	Unnecessary comma-- <b>X</b>

Attention: The Saturday afternoon showing of Blue Moon, has ben cancelled dew to a leak the water mane? It will be re-scheduled four next Saturday at 2:15 PM. if you purchased tickets ahead of time for today's show, you will be able to use those tickets next Satrday If You need to purchase tickets, either contact the theater office monday through friday during day or purchase them next Saturday at least 15 minutes before show time. If you have any further questions, contact the theater office. We are sorry for this inconvenience. Tomorrow's shoes will run as scheduled: 1:15 3:15 and 7:30.

Hint: The use of associations can make homophones easier to remember. The following are some possibilities for the homophone problems in Activity #1.

d e w  
e  
t

d  
**U pay**  
e

f  
o  
r  
near front

**I** am the ma**In** one.  
the **number four**  
has a "**u**" in it.

Hint: "R" controlled vowels are easily confused. When unsure, use a dictionary.

Hint: There is no need for a pause after Blue Moon, so there is no need for a comma.

Hint: Remember that "ahead" has "a head" in it.

Hint: "I" am the most important. "I" will be capitalized at all times. You, me, we and us will not be capitalized unless they are in a special situation.

**Saturday** **been**  
The Saterday afternoon showing of Blue Moon, has ben

**due** **in** **main** **X**  
cancelled dew to a leak the water mane? It will be re-

**for** **Saturday** **Cap**  
scheduled four next Saterday at 2:15 PM. if you pur-

**ahead**  
chased tickets ahed of time for today's show, you will be

**Saturday** **No Cap**  
able to use those tickets next Satrday If You need to pur-

Hint: Days of the week are proper nouns and must be capitalized

Hint: Since oe and ow can both make the long "o" sound, one simply must memorize the fact that "sho**e**s go on ones **f**et" and that "sho**W**s are fun to **W**atch."

**Cap**  
chase tickets, either contact the theater office monday

**Cap** **the** **V**  
through friday during day or purchase them next

**Saturday**  
Saterday at least 15 minutes before show time. If you

have any further questions, contact the theater office. We

are sorry for this inconvenience. Tomorrow's shoes will

Hint: A series requires the use of commas. A series is any list of things written inside of a sentence. The items in a series can be numbers.

**shows**  
**,**  
run as scheduled: 1:15 3:15 and 7:30.

# Read It Again, Sam! Book 1--Activity #2

## PROOFREADING TOOLS

**Cross out errors or mark with a pointer. Write the appropriate abbreviation or correction.**

Capital letter error--Cap

Unnecessary capital--No Cap

Incorrect word--write word

No end punctuation--(?) or (!) or (o)

Wrong end punctuation--(?) or (!) or (o)

Word missing-- **v** word

Spelling error--spell word

Comma missing--(,)

Unnecessary comma-- **X**

sirba--

I left a copy, of that knew Magazine, I was telling you about in your mailbox If you like it, maybe we could share a subscription? it comes out once a Month is mailed from cleveland ohio and is always full of fun things. I am surprised you have never seen before. I have heard about it from so many of people I work with that I thought I was the only won knot geting it.

Let me know--

Maria



Hint: The use of associations can make homophones easier to remember. The following are some possibilities for the homophone problems in Activity #2.

**K**new  
**K**now

win  
won

**n**ot  
**n**o

Hint: All human names are proper nouns and need to be capitalized.

Hint: There is no need for a pause before or after "of that new Magazine," so there is no need for a comma.

Hint: The name of a particular magazine is a proper noun and would need to be capitalized. But the word "magazine" is generic and needs no capital letter.

Hint: A question mark should never be used unless a question is being asked.

Hint: The name of a particular month is a proper noun and would need to be capitalized. But the word "month" is generic and needs no capital letter.

Hint: A series requires the use of commas. A series is any list of things written inside of a sentence. Sometimes the items in a series are composed of more than one word.

**Cap**  
sirba--

**new**    **No Cap**

I left a copy of that **X** knew Magazine, **X** I was  
telling you about in your mailbox. **o** If you like it,  
maybe we could share a subscription? **o** **Cap** it comes  
out once a **No Cap** Month **o** is mailed from **Cap** cleveland **o** **Cap** ohio  
and is always full of fun things. I am **surprised**  
you have never seen **it** before. I have heard about it  
from so many of **the** people I work with that I  
thought I was the only **one** **not** **getting** won knot geting it.

Hint: A comma must be placed between a city and a state.

Hint: When a suffix that starts with a vowel is added to a word that ends with an "e," the "e" at the end of the word is usually dropped before the suffix is added. Therefore, there is only one "e" in "surprised."

Hint: The names of cities and states are proper nouns and must be capitalized.

Hint: When a suffix that starts with a vowel is added to a word that ends with a short vowel and a single consonant, the single consonant is usually doubled before the suffix is added. Therefore, "getting" must have two "t's."

Hint: Although "ee" can make a long "e" sound, there are other spellings of the long "e" sound. When unsure, use a dictionary.

# Read It Again, Sam! Book 1--Activity #3

## PROOFREADING TOOLS

**Cross out errors or mark with a pointer. Write the appropriate abbreviation or correction.**

Capital letter error--Cap	No end punctuation--(?) or (!) or (o)	Spelling error--spell word
Unnecessary capital--No Cap	Wrong end punctuation--(?) or (!) or (o)	Comma missing--(,)
Incorrect word--write word	Word missing-- <b>v word</b>	Unnecessary comma-- <b>X</b>

To whom it may concern:

I would like to Register for the summer Camp for musical families. Our family make up is as follows:

Kelsey--38  
Jared--36  
angela--14  
Harry--9  
lan--5  
Jenny--2

We are all intrested music (yes, even Jenny), and wood love an intensive, musical vacation>

I understand the cost is \$400.00 per person. do have a redused rate for Children

We could come on either of the to weeks in June. please send us the necessary forms prices and a note indicating which week we will be able to attend.

Also, if you have suggested belongings wee should bring with us, please send us the list!

Eagerly looking forward to camp,

Kelsey Anderson  
1748 beaumont blvd.  
Booker TX 79005

Hint: The use of associations can make homophones easier to remember. The following are some possibilities for the homophone problems in Activity #3.

<b>would</b>	<b>Too</b> many <b>o</b> 's	we
<b>should</b>	<b>two/twice</b>	he
<b>could</b>		me

To whom it may concern:

**No Cap** **No Cap**

I would like to Register for the summer Camp for musical families. Our family make up is as follows:

Hint: "Register," "camp" and "children," as they are used here, are common nouns and should not be capitalized.

Kelsey--38  
 Jared--36  
**Cap** angela--14  
 Harry--9  
 Ian--5  
 Jenny--2

Hint: All human names are proper nouns and need to be capitalized.

**interested in** **would**

We are all intrested music (yes, even Jenny) and wood love an intensive, musical vacation.

I understand the cost is \$400.00 per person. do have a redused rate for Children.

**No Cap** **two** **Cap**

We could come on either of the to weeks in June. please send us the necessary forms prices and a note indicating which week we will be able to attend.

Also, if you have suggested belongings wee should bring with us, please send us the list!

**we**

Eagerly looking forward to camp,

Kelsey Anderson  
**Cap** 1748 **Cap** beaumont blvd.  
 Booker TX 79005

Hint: There is no need for a pause after "Jenny" and it isn't a series so there is no need for a comma.

Hint: The word "reduce" is spelled with a "c," not an "s." One might guess this since a "c" followed by an "e" is soft.

Hint: Leaving the first "e" out of "interested" is a common error because some people do not pronounce the first "e."

Hint: Street names are proper nouns and must be capitalized.

Hint: A series requires the use of commas. A series is any list of things written inside of a sentence. Sometimes the items in a series are composed of more than one word.

# Read It Again, Sam! Book 1--Activity #4

## PROOFREADING TOOLS

**Cross out errors or mark with a pointer. Write the appropriate abbreviation or correction.**

Capital letter error--Cap

Unnecessary capital--No Cap

Incorrect word--write word

No end punctuation--(?) or (!) or (o)

Wrong end punctuation--(?) or (!) or (o)

Word missing-- **v** word

Spelling error--spell word

Comma missing--(,)

Unnecessary comma--**X**

Our patriotic disclaimer: The Preamble to the Constitution of the United States of America is a wonderous work of art and we at Peekan Publications, Inc. would not want to suggest that we are less than pleased with it. It is included here merely as a study of the English language. Knowing that the alterations we are requesting you to make are for this purpose only, feel free to wax your proofreading pen. Some of the changes you will need to mark are simply common usage issues that vary from the way the original Preamble was written. Others are corrections of errors we created.

**We the people of the United States, inn Order  
to from a more perfect union establish Justice in-  
sure domestic Tranquility provide for the common  
defence promote the genral Welfare and secure the  
Blessings of Liberty to ourselves and hour Pos-  
terity, do ordain and establish this constitution for  
the united states of America**

Our patriotic disclaimer: The errors we created are underlined out of respect for the Constitution and for your convenience. Those that are common usage issues that vary from the way the original Preamble was written are not underlined. There are also two underlined changes that do not represent errors.

Hint: The use of associations can make homophones easier to remember. The following are some possibilities for the homophone problems in Activity #4.

in                                      Oather opted for our onions or our oats.  
 into  
 INN  
 IZZ (turn N's sideways and you have sleeping Z's)

Hint: Several words in the Preamble that would typically not be capitalized were capitalized for emphasis. In order to create a proper sentence, we have eliminated these capital letters.

Hint: Form and from are commonly mistyped for each other. They are also often missed during proofreading because proofreaders read what they expect to see there rather than what they are really seeing.

Hint: A series requires the use of commas. A series is any list of things written inside of a sentence. Sometimes the items in a series are composed of more than one word.

Hint: As American English has evolved, some word spellings have changed. "Defence" is one such word. It has become "defense."

We the people of the United States, inn Order  
 to form a more perfect union establish Justice in-  
sure domestic Tranquility provide for the common  
defence general Welfare and secure the  
 Blessings of Liberty to ourselves and our Pos-  
 terity, do ordain and establish this constitution for  
 the united states of America

Hint: A tendency to mispronounce the word "general" might lead to the misspelling given.

Hint: The word "Constitution" is always capitalized when it is used to refer to the Constitution of the United States.

Hint: Although the words "united states" could be used without being capitalized, when they are used as the name of a country, they must be capitalized.



# Read It Again, Sam! Book 1--Activity #5

## PROOFREADING TOOLS

**Cross out errors or mark with a pointer. Write the appropriate abbreviation or correction.**

Capital letter error--Cap	No end punctuation--(?) or (!) or (o)	Spelling error--spell word
Unnecessary capital--No Cap	Wrong end punctuation--(?) or (!) or (o)	Comma missing--(,)
Incorrect word--write word	Word missing-- <b>v word</b>	Unnecessary comma-- <b>X</b>

You'll want to be shure sea our Guide Diving Competitions. Two teams meet weekly at our new indoor diving arena. at the end of a 13 week Season, we hold our Championship Guide diving Playoffs?

The event consists one member form each team facing each other across word pool. The judge displays a word to both competietors. both people dive into the pool and try to be the first to surface holding two words which could fall, alphabetically, on either side the displayed word

Contestants will try to join this impressive lineup of past winners:  
Paul Johnson Dorothy mueller Paris Meador and Ceretta Wohlford.

Hint: The use of associations can make homophones easier to remember. The following are some possibilities for the homophone problems in Activity #5.

beees buzzz

s

eat meat

e

w a t e r

Hint: Be aware that "su" words can give the "sh" illusion. (sure, sugar)

Hint: Neither the word "season" nor the seasons themselves are proper nouns. They should not be capitalized.

Hint: "Guide Diving Playoffs" are likely not something you have heard of before. Nevertheless, it is obviously the title of a specific event and is therefore a proper noun that needs to be capitalized.

You'll want to <sup>be sure to</sup> see <sup>v</sup> our Guide Diving Competitions. Two <sup>meet</sup> teams <sup>meet</sup> weekly at our new indoor diving arena. <sup>Cap</sup> at the end of a 13 week <sup>No Cap</sup> Season, we hold our Championship Guide diving <sup>Cap</sup> Playoffs? The event consists <sup>of</sup> <sup>v</sup> one member <sup>from</sup> each team facing each other across <sup>a/the</sup> <sup>v</sup> word pool. The <sup>judge</sup> judge displays a word to both <sup>competitors</sup> <sup>Cap</sup> competitors. both people dive into the pool and try to be the first to surface holding two words which could fall, alphabetically, on either side <sup>of</sup> <sup>v</sup> the displayed word.

Contestants will try to join this impressive lineup of past winners:

Paul Johnson, <sup>Cap</sup> Dorothy mueller, Paris Meador and Ceretta Wohlford.

Hint: Form and from are commonly mistyped for each other. They are also often missed during proofreading.

Hint: The "j" sound in "judge" is made with "dge." "G" followed by "e" is soft.

Hint: First and last names are proper nouns and must be capitalized.

Hint: A series requires the use of commas. A series is any list of things written inside of a sentence.

# Read It Again, Sam! Book 1--Activity #6

## PROOFREADING TOOLS

Cross out errors or mark with a pointer. Write the appropriate abbreviation or correction.

Capital letter error--Cap	No end punctuation--(?) or (!) or (•)	Spelling error--spell word
Unnecessary capital--No Cap	Wrong end punctuation--(?) or (!) or (•)	Comma missing--(,)
Incorrect word--write word	Word missing-- $\surd$ word	Unnecessary comma-- X

## Old-fashioned Beef Stew

donated by Aleeta Lawfer of St. Louis Missouri

1/3 cup flour,  
dash salt and pepper,  
2 pounds stewing beef (cubed) plus bones,  
4 tablespoons shortening,  
4 cups boiling water,  
1 tablespoon each: lemon juice and worcestershire sauce,  
1 teaspoon sugar,  
2 bay leaves,  
1/4 teaspoon allspice,  
12 small carrots and 12 small white onions--trimmed, peeled and cubed,  
8 small new potatoes, peeled

1. Mix the flour, salt and pepper and role the beef cubes in the mixture. Shake off excess.
2. Melt the shortening over high heat in a dutch oven or heavy-bottomed pot with a cover.
3. When the shortning is very hot, add the beef--about 5 or 6 pieces at a time so as not to crowd them. Brown on all sides, and remove. When the last batch of meat is a rich dark color, return all to the pot and pour on the boiling water.
4. Stand back when you do it, because it will spit and sputter. Stir and add the lemon juice, Worcestershire sauce, sugar, onion, bay leaves and Allspice! Lower the heat, cover and simmer for 1 1/2 to 2 hours or until the meat is tender.
5. Add the carrots and potatoes and cook another 20 to 25 minutes or until the carrots and potatoes can be pierced easily with a fork. serves four.

Adapted from original article in the January 27, 1993 Freeport Journal Standard.

Hint: The use of associations can make homophones easier to remember. The following are some possibilities for the homophone problems in Activity #6.

Picture a **roll** shaped like a **ball** rolling around on a plate.

Hint: Cities and states must be separated by commas.

Hint: A series requires the use of commas. A series is any list of things written inside of a sentence. Although the recipe components are a series, they are not inside a sentence and do not need to be followed by commas.

Hint: The fact that "c" followed by "e" is soft is a reason to check the spelling of "juice" when unsure.

## Old-fashioned Beef Stew

donated by Aleeta Lawfer of St. Louis Missouri

- 1/3 cup flour **X**
- dash salt and pepper **X**
- 2 pounds stewing beef (cubed) plus bones **X**
- 4 tablespoons shortening **X**
- 4 cups boiling water **X**     **juice**     **Cap**
- 1 tablespoon each: lemon juice and worcestershire sauce **X**
- 1 teaspoon sugar **X**
- 2 bay leaves **X**
- 1/4 teaspoon allspice **X**
- 12 small carrots and 12 small white onions--trimmed, peeled and cubed **X**
- 8 small new potatoes, peeled

Hint: "Worcestershire" is a brand name. Brand names are proper nouns and must be capitalized.

1. Mix the flour, salt and pepper and **roll** the beef cubes in the mixture. Shake off excess.
2. Melt the shortening over high heat in a dutch oven or heavy-bottomed pot with a cover.     **Cap**
3. When the shortning is very hot, add the beef--about 5 or 6 pieces at a time so as not to crowd them. Brown on all sides, and remove **•** When the last batch of meat is a rich dark color, return all to the pot and pour on the boiling water.
4. Stand back when you do it, because it will spit and sputter. Stir and add the lemon juice, Worcestershire sauce, sugar, onion, bay leaves and Allspice **•** Lower the heat, cover and simmer for 1 1/2 to 2 hours or until the meat is tender. **No Cap**
5. Add the carrots and potatoes and cook another 20 to 25 minutes or until the carrots and potatoes can be pierced easily with a fork. **Cap** serves four.

Hint: "Dutch" is a specific name for a group of people and is a proper noun that must be capitalized--even when used to describe a pan!

Hint: "Shortening" is one of those words that is often mispronounced and, therefore, misspelled. Sound that middle syllable!

Hint: "Allspice" is a type of spice, not a brand name and should not be capitalized.

# Read It Again, Sam! Book 1--Activity #7

## PROOFREADING TOOLS

**Cross out errors or mark with a pointer. Write the appropriate abbreviation or correction.**

Capital letter error--Cap	No end punctuation--(?) or (!) or (o)	Spelling error--spell word
Unnecessary capital--No Cap	Wrong end punctuation--(?) or (!) or (o)	Comma missing--(,)
Incorrect word--write word	Word missing-- <b>v</b> word	Unnecessary comma-- <b>X</b>

Jordan has always been able to see a picture in everything around her. In high school in boston massachusetts, Jordan took a photography class, was President of the camera club and was the photographer for her school's Yearbook. today, ten years later, Jordan is a professional photographer. Jordan does much moor than just take pictures. She tries to make each picture that she takes a work of art!

The most important peace of equipment that Jordan owns is, her camera. She sometimes puts colored filters over the camera lens to make her pictures take on different looks Jordan uses large floodlights mirrors and other special lights to help her create exactly the write effect for her pictures?

Jordan went college for two years! She learned how to use different types of lighting and backgrounds to get special looks. Jordan also took several art classes to help her develope her "artistic eye." this means that she knows what to look for and what become a beutiful picture. She also learned how to develop and enlarge her own pictures. By developing her own pictures, she saves a great deal of money is able to get the pictures when she wants them and can get the sizes she needs.



Hint: The use of associations can make homophones easier to remember. The following are some possibilities for the homophone problems in Activity #7.

I heard a **moo** from the **moor**.      pe**A**ce and tr**A**nquility      rig**H**t **H**and  
(The cow must have been stuck!)

Hint: City and states must be separated by commas and must be capitalized. (They are proper nouns.)

Hint: The word "president" needs to be capitalized when it is used instead of a person's name or as part of a person's name like when the President of the U.S. is called "The President or President Lincoln." Otherwise, the word does not need to be capitalized.

Hint: "Yearbook," as it is used here, is a common noun and need not be capitalized.

Jordan has always been able to see a picture in everything around her. In high school in boston massachusetts, Jordan took a photography class, was President of the camera club and was the photographer for her school's Yearbook. today, ten years later, Jordan is a professional photographer. Jordan does much more moor than just take pictures. She tries to of art!

Hint: Do not place a comma in a sentence where no pause is needed.

The most important peace of equip is her camera. She sometimes puts colored filters over the camera lens to make her pictures take on different looks Jordan uses large floodlights mirrors and other special lights to help her create exactly the write effect for her pictures?

Hint: Although the use of an exclamation point is subjective, an exclamation point should not be used where there is no emotion or surprise like in "Jordan went to college for two years."

Jordan went college for two years! She learned how of lighting and backgrounds to get special looks. Jordan al classes to help her develope her "artistic eye." this means t look for and what become a beutiful picture. She also learn and enlarge her own pictures. By developing her own pictures, she saves a great deal of money is able to get the pictures when she wants them and can get the sizes she needs.

Hint: A series requires the use of commas. A series is any list of things written inside of a sentence.

Hint: "Develop" is pretty much spelled like it sounds--don't work so hard! "Beautiful" is a word that one must learn to spell and keep an eye out for because it is unusual. Thinking of "eau" as "evil and ugly" might help.

# Read It Again, Sam! Book 1--Activity #8

## PROOFREADING TOOLS

**Cross out errors or mark with a pointer. Write the appropriate abbreviation or correction.**

Capital letter error--Cap	No end punctuation--(?) or (!) or (•)	Spelling error--spell word
Unnecessary capital--No Cap	Wrong end punctuation--(?) or (!) or (•)	Comma missing--(,)
Incorrect word--write word	Word missing-- <b>v</b> word	Unnecessary comma-- <b>X</b>

Vacation means different things to different people? It can be a child meaning that their is know school a family looking to do some specail things together, or a business person saying, "I don't have to go to work for a whole weak."

Although most vacations are planned with the idea that they will be fun, what fun is varies dramatically from Person to Person For one person, fun is a book on a lawn chair for a week. for another person, fun is a two week hike in the mountains. In light of all these options, it is important plan vacashions with people who define fun the same way you do However, even with the best of planing, vacations do not always come off like might wish. Some reasons for this include: trying new things that sound like fun and finding out that they aren't so fun after all weather problems personality mixes and time problems. there are many things that can affect just how well a vacashion can come off?

Hint: The use of associations can make homophones easier to remember. The following are some possibilities for the homophone problems in Activity #8.

**here** and **there**  
they are -- they're

**know**  
**knew**

w**EE**k--**E**ach and **E**very day

Hint: A question mark should only be used when a question is asked.

Hint: A series requires the use of commas. A series is any list of things written inside of a sentence.

Hint: It is easy and common to switch letters around like in "special." It might help to remember that the "CIA" is spe**CIA**L.

Hint: A person's name is a proper noun and must be capitalized but the word "person" is not a proper noun and doesn't need to be capitalized.

Vacation means different things to different people? It can be a child meaning that their is know school a family looking to do some **special** special things together, or a business person saying, "I don't have to go to work for a whole **week**."

Although most vacations are planned with the idea that they will be fun, what fun is varies dramatically from Person to Person For one person, fun is a book on a lawn chair for a week. for another person, fun is a two week hike in the mountains. In light of all these options, it is important plan **vacations** with people who define fun the same way you do. However, even with the best of planing, vacations do not always come off like might wish. Some reasons for this include: trying new things that sound like fun and finding out that they aren't so fun after all weather problems personality mixes and time problems. there are many things that can affect just how well a vacashion can come off?

Hint: The "shun" sound is usually spelled "tion."

Hint: When "ing" is added to a word that ends with a short vowel and a consonant, the consonant should be doubled before the "ing" is added (like in the word "planning").

# Read It Again, Sam! Book 1--Activity #9

## PROOFREADING TOOLS

Cross out errors or mark with a pointer. Write the appropriate abbreviation or correction.

Capital letter error--Cap	No end punctuation--(?) or (!) or (o)	Spelling error--spell word
Unnecessary capital--No Cap	Wrong end punctuation--(?) or (!) or (o)	Comma missing--(,)
Incorrect word--write word	Word missing-- <b>v</b> word	Unnecessary comma-- <b>X</b>

This morning, quintuplets were born to Kevin and Tonya Shefton off Belding Michigan. The Quints are all doing fine at Central Hospital in Grand Rapids Michigan. The heaviest baby was amy at 5 lbs. 9 oz. Sharon and Paul each wade in at 5 lbs. 1 oz., Donna wade 4 lbs. 12 oz., and Thomas wade 4 lbs. even. dr. Harvey Litzer, the doctor hoo delivered the babies had this to say, "Mrs. Shefton was unnaturally large. We were expecting more than one child, but five is more than we were counting on. nevertheless, the babies are all amazingly healthy and mrs. Shefton is also doing well. I expect both mother and babies will able to go home in about a week. The normal stay for a new baby and mother is only three daze, but we want to take extra precautions in this situation.

Although there are quite a few sets of twins one set of triplets in Mrs. Shefton's family, she was not prepared for the quints asked how she felt about situation, Mrs. Shefton responded, " I am delighted that they are all healthy, but I don't know how I'm going to manage to take care of all of them. I already have a five year old a three year old and a two year old, at home?"

Hint: The use of associations can make homophones easier to remember. The following are some possibilities for the homophone problems in Activity #9.

**wade in water**

**who?, why?, what?**

**days-Monday, Tuesday**

Hint: Keeping "off" and "of" straight is rather easy if you think about saying the words. "Of" sounds shorter.

Hint: Although the "quints" are the main topic of the article, there is no reason to capitalize the word.

Hint: A comma must be used between a city and a state.

Hint: People's names as well as titles that are used as part of a name (like Dr. and Mrs.) are considered to be proper nouns and must be capitalized.

This morning, quintuplets were born to Kevin and Tonya Shefton <sup>of</sup> off Belding <sup>,</sup> Michigan. The <sup>No Cap</sup> Quints are all doing fine at Central Hospital in Grand Rapids <sup>,</sup> Michigan. The heaviest baby was <sup>Cap</sup> anly at 5 lbs. 9 oz. Sharon and Paul each <sup>weighed</sup> waded in at 5 lbs. 1 oz., Donna <sup>weighed</sup> wade 4 lbs. 12 oz., and Thomas <sup>weighed</sup> wade 4 lbs. even. <sup>Cap</sup> dr. Harvey Litzer, <sup>who</sup> the doctor <sup>who</sup> delivered the babies had this to say. "Mrs. Shefton was unnaturally large. We were expecting more than one child, but five is more than we were counting on. <sup>Cap</sup> nevertheless, the babies are all amazingly healthy and <sup>Cap</sup> mrs. Shefton is also doing well. I expect both mother and babies <sup>v be</sup> will able to go home in about a week. The normal stay for a new baby and mother is only three <sup>days</sup> daze, but we want to take extra precautions in this situation.

Although there are quite a few sets of twins <sup>and</sup> v one set of triplets in Mrs. Shefton's family. she was not prepared for the <sup>Cap</sup> quints <sup>,</sup> asked how she felt about <sup>v the</sup> situation, Mrs. Shefton responded, " I am delighted that they are all healthy, but I don't know how I'm going to manage to take care of all of them. I already have a five year old <sup>,</sup> a three year old and a two year old <sup>!</sup> x at home?"

Hint: A comma must be used to separate items in a series.

Hint: Do not use commas in places in sentences where no pause is needed.

Hint: The use of the exclamation point is highly subjective. Most of the time a period could be substituted if desired. We chose to use an exclamation point with the last sentence because it seemed so potent to take those quints home to a house with three preschoolers. Regardless of whether a person feels an exclamation point should be used or not, a question mark is obviously out of line.



# Read It Again, Sam! Book 1--Activity #10

## PROOFREADING TOOLS

**Cross out errors or mark with a pointer. Write the appropriate abbreviation or correction.**

Capital letter error--Cap	No end punctuation--(?) or (!) or (•)	Spelling error--spell word
Unnecessary capital--No Cap	Wrong end punctuation--(?) or (!) or (•)	Comma missing--(,)
Incorrect word--write word	Word missing-- <b>v</b> word	Unnecessary comma-- <b>X</b>

Special Note: LEGAMBE is a country created for a Peekan product entitled *Let The Games Begin*.

Legambe is a fragmented nation created just for this tournament of events. It is named for Let The Games Begin, taking the "Le" from Let "gam" from Games and the "be" from Begin. Legambe is located within the confines of buildings designed for education.

Since legambe is based on and solely desined for education, school is free from birth to death and every conceivable subject can be studied. It has terrific tourist attractions with educational bases. Everyone loves to visit so they can try to compete academically with the citizens of Legambe?

We have formalized our recreational sports and tourist attractiones with the creation of this international competition. each event was once either a tourist attraction or a competitive sport, so you will the opportunity to experience these first hand during the upcoming events.

For Residents of Legambe, dress is as veried as that of the world; although discre-tion must always be maintaned. Therefore, fads are short lived if tolerated at all. The only recourse when someone strays from the acceptable is sly ridicule jeers and snickers from ones piers.

Legambe has a totalitarian Government that is broken into, smaller dictatorships. There are no elections. Our government officials and the dictators are appointed. Within the confines of each small dictatorship, the rules are made and enforced by each indi-vidual dictator The most common form of punishment for major infractions is banishment.

Although your stay with us is for brief periods, I imagine that you curious about our food. Milk and fish are the primary sources of nutrition, since they are considered "brain food." Aside from these, there is always room for Alphabet soup ABC's/123's and our national dish of Book Binder's Spuds. This is letter shaped baked potatoes drowned in glue and fried to a golden brown.

Hint: The use of associations can make homophones easier to remember. The following are some possibilities for the homophone problems in Activity #10.

**baseball**

**vary** means will change

**pEEr--Ellen & Ed** and others my age

Hint: The names of countries are proper nouns and must be capitalized. (Even when it is a made up country!)

Hint: The silent "G" in "designed" is tricky. You simply must remember it is there, although the word "sign" should be a big help.

Hint: Most plurals are formed simply by adding an "s." "Attractions" is like most words. An "es" is usually added when a word ends in "s," "ch," "sh," "x" or "z."

Hint: Although the word "residents" refers to people, it is not referring to a specific person or persons and does not need to be capitalized.

Legambe is a fragment named for Let The Games "be" from Begin. Legambe

Hint: A comma is used to separate items in a series.

for this tournament c from Let gam" from Games and the confines of buildings designed for edu-

**Cap**

**designed**

Since legambe is based on and solely desired for education, school is free from birth to death and every conceivable situation with educational bases. Everyone with the citizens of Legambe?

**basis**

Hint: A sentence that does not ask a question should not end in a question mark.

**attractions**

We have formalized our recreational sports and tourist attractions with the creation of this international competition. each event was once either a tourist attraction or a competitive sport, so you will have the opportunity to experience these first hand during the upcoming events.

**Cap**

**have**

**No Cap**

**varied**

For Residents of Legambe, dress is as varied as that of the world; although discretion must always be maintained. Therefore, fads are short lived if tolerated at all. The only recourse when someone strays from the acceptable is sly ridicule, jeers and snickers from ones peers.

**maintained**

**peers**

**No Cap**

Legambe has a totalitarian Government that is broken into smaller dictatorships. There are no elections. On the confines of each small individual dictatorship the most common punishment is banishment.

Hint: The word "government" is not a specific name, it is simply a word referring to the operation in general and need not be capitalized.

the dictators are appointed. Within each dictatorship and enforced by each individual for major infractions is

**are**

Although your stay will be interesting. Imagine that you are curious about our food. Milk and fish are the primary sources of nutrition, since they are considered "brain food." Aside from these, there is always room for Alphabet soup, ABC's/123's and our national dish of Fried Potatoes. Fried Potatoes are deep fried baked potatoes drowned in glue and fried to

Imagine that you are curious about our food. Milk and fish are the primary sources of nutrition, since they are considered "brain food." Aside from these, there is always room for Alphabet soup, ABC's/123's and our national dish of Fried Potatoes. Fried Potatoes are deep fried baked potatoes drowned in

**Cap**

**fried**

Hint: "Fried" does not have a "y" in it because when a suffix starting with a vowel is added to a word ending in a "y," the "y" is usually changed to "i" before the suffix is added.

Hint: Since "Alphabet Soup" is referring to a specific national meal, it is appropriate to capitalize both words.

# Read It Again, Sam! Book 1--Activity #11

## PROOFREADING TOOLS

**Cross out errors or mark with a pointer. Write the appropriate abbreviation or correction.**

Capital letter error--Cap

Unnecessary capital--No Cap

Incorrect word--write word

No end punctuation--(?) or (!) or (o)

Wrong end punctuation--(?) or (!) or (o)

Word missing--**v** word

Spelling error--spell word

Comma missing--(,)

Unnecessary comma--**X**

*I started teeching in january in a small rural hi school in Orangeville Illinois. Eye was 21 years old looked 16 and I had Students who were 19. I had vis- ited a couple of times before I took over and, on each occasion, the Students playing games. after I took over, they explained to me that they didn't work in the re- source room--it was a place to play games. Right arway, I had an age problem, and a concept Problem After a week with my new Students, I sat down and studied my situation. I had students in grades 7-12 with abili- ties K-12? I had been warned by the Superintendent that several of the boys my class were quite violent were often out of school did not like school and that I should be careful about crossing them. I must admit I felt a little overwhelmed?*

Hint: The use of associations can make homophones easier to remember. The following are some possibilities for the homophone problems in Activity #11.

**Hi/high** and **I/eye** are two homophones that have been included simply because they have homophones, not because we really think anyone will be confusing them. Therefore, we do not offer any associations for these two homophone pairs.

Hint: "Teaching" is not a commonly misspelled word. We threw it in to take a look at another way to spell the "long E" sound.

Hint: Names of the months of the year are proper nouns and must be capitalized.

Hint: Although "students" are people, the word refers to people in general and is not capitalized.

Hint: Although the "problem" this teacher had did loom pretty big in front of her, there is no reason to capitalize the word.

I started <sup>teaching</sup> in <sup>Cap</sup> January in a small rural <sup>high</sup> school in Orangeville Illinois. <sup>I</sup> Eye was 21 years old, looked 16 and I had <sup>No Cap</sup> Students who were 19. I had visited a couple of times before I took over and, on each occasion, the <sup>No Cap</sup> Students <sup>v</sup> were <sup>Cap</sup> playing games. after I took over, they explained to me that they didn't work in the room--it was a place to play games. Right arway, <sup>No Cap</sup> age problem, <sup>No Cap</sup> and a concept <sup>No Cap</sup> Problem. After a <sup>No Cap</sup> th my new Students, I sat down and studied my situation. I had students in grades 7-12 with abilities <sup>No Cap</sup> K-12? I had been warned by the Superintendent that several of the <sup>in</sup> boys <sup>v</sup> my class were quite violent <sup>v</sup> were often out of school <sup>v</sup> did not like school and that I should be careful about crossing them. I must admit I felt a little overwhelmed?!

Hint: Do not use a question mark when no question is being asked.

Hint: A comma must be used to separate items in a series. However, a series is three or more items. Two items can be connected by and with no comma.

Hint: Although the reference "the superintendent" is clearly referring to a specific individual, it is not being used as a name in this situation and should not be capitalized. It would be capitalized if used in this way: Superintendent Krise.

Hint: There is no question about whether or not this teacher felt overwhelmed and no question has been asked, so no question mark should be used. The use of an exclamation point is subjective and could be replaced with a period.

# Read It Again, Sam! Book 1--Activity #12

## PROOFREADING TOOLS

**Cross out errors or mark with a pointer. Write the appropriate abbreviation or correction.**

Capital letter error--Cap	No end punctuation--(?) or (!) or (o)	Spelling error--spell word
Unnecessary capital--No Cap	Wrong end punctuation--(?) or (!) or (o)	Comma missing--(,)
Incorrect word--write word	Word missing-- <b>v</b> word	Unnecessary comma-- <b>X</b>

As banks, developers and others flee in terror from their troubled property investments, some people are snapping up these assets, eager to cash in on a potential recovery in real estate at a time when low interest rates make other investments less appealing.

Rather than buying properties directly, many people investing in real estate investment trusts, a kind of mutual fund that buys real estate and passes all profits on to its investors.

These trusts, known as REITs, are risky, and investors in them suffered spectacular losses about thirty years ago.

Today, the trusts account for just a fraction of the real estate market, but they are experiencing explosive growth so far this year, REITs have grown an extraordinary 25 percent, versus 21 percent for all of last year.

The market capitalization of the 140 or so publicly traded REITs soared to \$19.70 billion at the end of last year.

The influx of money is welcomed in real estate circles, where an overabundance of properties--including many vacant partly filled and run down buildings--is still depressing prices.

Are these risks worth it. Is it any more of a sure thing than playing the tables in Las Vegas Nevada. Many people seem to think so

Adapted from original article in the May 2, 1993 Des Moines Sunday Register.



Hint: The use of associations can make homophones easier to remember. The following are some possibilities for the homophone problems in Activity #12.

flea--A bug

I will use my reel to catch an eel  
(You might not be able to catch an eel with a reel, but we were looking for something fishy!)

b  
use money  
y

Hint: "Er," "or" and "ar" are very difficult to tell apart at the end of a word because they all sound alike. When you are not certain, use a dictionary.

Hint: Dashes and commas do not serve as end punctuation, so the words that follow them should not be capitalized unless they are proper nouns.

Hint: Because different "r" controlled vowels often sound alike, it is difficult to know how to spell them. When unsure, consult a dictionary. Also, these clues might help: "The store's investors" and "spectacular star."

As banks, **developers** and others **flee** troubled property investments, **No Cap** some people are snapping up these assets, eager to cash in on a potential recovery in **real** real estate at a time when low interest rates make other investments less appealing.

Rather than buying properties directly, many people **vare** investing in real estate investment trusts, a kind of mutual fund that **buys** real estate and passes all profits on to its **investors** investors.

These trusts, known as REITs, are risky, and **spectacular** investors in them suffered **spectacular** losses about thirty years ago.

Today, **No Cap** the trusts account for just a fraction of the **Cap** real estate market, but they are experiencing explosive growth **Cap** so far this year, REITs have grown an extraordinary 25 percent, versus 21 percent for all of last year.

The market capitalization of the 140 or so publicly traded REITs soared to \$19.70 **X** billion at the end of last year.

The influx of money is welcomed in real estate circles, where an overabundance of properties **No Cap** including many vacant **Cap** partly filled and run down buildings **Cap** is still depressing prices.

Are these risks worth it **Cap** ? is it any more of a sure thing than playing the tables in Las Vegas **Cap** Nevada **Cap** ? Many people seem to think so **!**

Hint: "Las Vegas" is a two word name for a city and both parts must be capitalized.

Hint: Questions must end with a question mark. There is no flexibility here as there is with exclamation mark usage.

Hint: The exclamation mark on the last sentence is, as always, optional. However, the comment is intended to be rather flippant and the exclamation mark helps to carry that connotation.

# Read It Again, Sam! Book 1--Activity #13

## PROOFREADING TOOLS

**Cross out errors or mark with a pointer. Write the appropriate abbreviation or correction.**

Capital letter error--Cap

Unnecessary capital--No Cap

Incorrect word--write word

No end punctuation--(?) or (!) or (o)

Wrong end punctuation--(?) or (!) or (o)

Word missing-- **v** word

Spelling error--spell word

Comma missing--(,)

Unnecessary comma--**X**

*Unlike most boys his age, Alex thinks that a kitchen is a man's place, not a woman's place. Someday, Alex hopes to be a famous chef like his farther. He is starting out as a kitchen helper. Alex spends his time cleaning vegetables, cutting and slicing food cleaning up the kitchen and washing dishes. Alex doesn't mind these jobs. He knows if he works hard and learns his trade well, it won't be long before he starts moving up*

*After work is over, Alex goes to class at Bensonville technical school in Bensonville Illinois. In class he is learning about food preparation and the restaurant business! Alex learned that smaller restaurants may have only one cook who mused be able to prepare many different kinds of foods. Larger restaurants may have many cooks who each a certain job such as making salads, cooking the main course or making deserts.*

*Alex often looks through the Help Wanted adds in the Bensonville journal to see what types of restaurant jobs are available. There are usually many openings for a cook Restaurants, hotels, schools, colleges, hospitals, factories and private clubs are all looking for cooks and kitchen help?*

*Alex's father told him about the many responsibilityes of a chef. Some of these responsibilities are: preparing the food deciding on the size of each serving planning the menu and ordering the food supplies.*

Hint: The use of associations can make homophones easier to remember. The following are some possibilities for the homophone problems in Activity #13.

You **must** eat your **crust**.

**ad** is short for **advertisement**

Hint: "Father" and "farther" are easily confused when spelling, but close attention makes the difference obvious.

Hint: When "ing" is added to a word that ends with a short vowel and a consonant, the consonant is usually doubled before the "ing" is added (like in the word "cutting").

Hint: On their own, the words "technical school" do not need to be capitalized, but since the usage here is part of a name, both words must be capitalized.

Unlike most boys his age, Alex thinks that a kitchen is a man's place, not a woman's place. Someday, Alex hopes to be a famous chef like his **father**.

He is starting out as a kitchen helper. He spends his time cleaning vegetables, **cutting** and slicing food cleaning up after the kitchen and washing dishes. Alex doesn't mind these jobs.

Hint: Items in a series must be separated by commas.

He knows if he works hard and learns his trade well, it won't be long before he starts moving up to a chef's position.

Hint: A comma must be used between a city and a state.

After work is over, Alex goes to Bensonville, Illinois to attend Bensonville technical school in Bensonville, Illinois.

In class he is learning about food preparation and the restaurant business! Alex learned that smaller restaurants may have many cooks who each have a certain job such as preparing appetizers, soups, and **desserts**.

Hint: "Help Wanted" would only be capitalized if it were being used in a discussion about sections of a newspaper. A general reference as used here does not need to be capitalized.

Alex has a **responsibilities** list that he has to read every day. He also has a **responsibilities** list that he has to read every day.

Hint: "Dessert" and "desert" are two of the most often confused words. Try remembering that it is nice having a **dessert**.

Alex reads the **Help Wanted** ads in the Bensonville journal to see what types of jobs are available. There are usually many openings for a cook, waiter, or server.

Restaurants, hotels, colleges, hospitals, factories and private clubs are all looking for help. Alex has a **responsibilities** list that he has to read every day.

Alex has a **responsibilities** list that he has to read every day. He also has a **responsibilities** list that he has to read every day.

responsibilities are: preparing the food deciding on the size of each serving planning the menu and ordering the food supplies.

Hint: When a suffix that starts with a vowel is added to a word that ends with a "y," the "y" is usually changed to "i" before the suffix is added.

# Read It Again, Sam! Book 1--Activity #14

## PROOFREADING TOOLS

**Cross out errors or mark with a pointer. Write the appropriate abbreviation or correction.**

Capital letter error--Cap	No end punctuation-- <input type="radio"/> or <input type="radio"/> or <input type="radio"/>	Spelling error--spell word
Unnecessary capital--No Cap	Wrong end punctuation-- <input type="radio"/> or <input type="radio"/> or <input type="radio"/>	Comma missing-- <input type="radio"/>
Incorrect word--write word	Word missing-- <b>v</b> <b>word</b>	Unnecessary comma-- <b>X</b>

Tonight, the Lanark Minn. pta voted to go to court in order to get a court order to sensor books prior to their being chosen for instructional use in the Lanark Schools. The issue came to vote after the books "On With Life" and "Bitter Sweet" were used in a junior english class. "On With Life" is a story about a man who murders his wife, gets off on a court technicality, and then tries to turn his life around.

PTA president, Alice Carr, had this to say about "On With Life," "The very thought of having children read and discuss a story about a man who gets away with murder and goes on to live a happy life is purly disgusting. I don't want my children reading trash like that"

"Bitter Sweet" is a story about a woman whose fiance is killed in a car accident three days before their wedding. The woman enters into a dream world wear she marries her fiance as planned and has children. the woman remains in the dream world for the rest of her life.

Beth Carlisle, PTA secretary, explains the organization's objection to this book with these words, "Children knead to learn to deal with life's misfortunes. they simply should not spend time studying poor ways of dealing with problems. This book depicts a woman's total life as being given to dodging her problems. Children have enouf problems these days without reading books like this"

Pat Cornelius, principal at east high where the books were used had this to say, "We aloud these two books to be used because we thought they were well written and would provide thought provoking discussion material. We do not see them as harmful."

Joan Smith, the english teacher who used the books added this, "In both books, the students could see how the lives of the main characters were messed up. If anything, I think the books explicitly show children why they wouldn't want to end up like the main characters.

The issue will be settled one way or another when the PTA members take their case in front of judge Blander on Monday?

Hint: The use of associations can make homophones easier to remember. The following are some possibilities for the homophone problems in Activity #14.

A **sensor** responds to a **signal**.      The **loud** sound made her scream **aloud**.  
The **reed** grew from a **seed**.      **Where? Here!**      **Knead bread**

Hint: "PTA" is an abbreviation for the name of an organization and is therefore a proper noun.

Hint: Since a "c" followed by an "e" is soft, the careful speller should be alert to a word like "censor" that could start with a "c" or an "s." When uncertain, consult a dictionary.

Hint: Lanark and School should be capitalized when they are used together to name a school. However, in this case, "schools" is referring to all the "schools" in Lanark and should not be capitalized.

Tonight, the Lanark Minn. **Caps** pta voted to go to court in order to get a court order to **censor** books prior to their being chosen for instructional use in the Lanark Schools. The issue came to vote after the books "On With Life" is a story about **No Cap** class. "On With Life" is a story about **Cap** senior english court technicality, and then tries to turn his life

Hint: A comma must be placed between a city and a state.

Hint: The word "English" is capitalized whenever it is used because it refers to a language and/or a nationality.

PTA president, Alice Carr, had this to say about "On **read** having children **purely** read and discuss a story about a man who to live a happy life is purly disgusting. **where** in reading trash like that" **where**

"Bitter Sweet" is a story about a woman who was **Cap** killed in a car accident three days before their wedding. The woman **where** world wear she marries her fiance as planned and has children. the woman **where** world for the rest of her life.

Hint: A final "e" is usually not dropped when adding a suffix that starts with a consonant.

Beth Carlisle, PTA secretary, explains the organization's objection to this book with these words, "Children **need** knead to learn to deal with life's misfortunes. **Cap** they simply should not spend time studying poor ways of dealing with problems. This book depicts a woman's total life as being given to dodging her problems. Children have **enough** enough problems these days without reading books like this" **where**

Pat Cornelius, principal at east high where the books were used **allowed** aloud these two books to be used because **Cap** provide thought provoking discussion material

Hint: Names of schools are proper nouns and must be capitalized.

Joan Smith, the english teacher who **Cap** d t them as harmful." students could see how the lives of the man **where** d t think the books explicitly show children why they **where** nd characters.

Hint: To ones ear, it is logical to spell "enough" with an "f." However, with training, ones eye will be offended. (We hope!)

Hint: When the word "judge" is used as part of a person's name, it is a proper noun and must be capitalized.

The issue will be settled one way or another when the PTA **Cap** front of judge Blander on Monday? **where**



# Read It Again, Sam! Book 1--Activity #15

## PROOFREADING TOOLS

**Cross out errors or mark with a pointer. Write the appropriate abbreviation or correction.**

Capital letter error--Cap	No end punctuation--(?) or (!) or (•)	Spelling error--spell word
Unnecessary capital--No Cap	Wrong end punctuation--(?) or (!) or (•)	Comma missing--(,)
Incorrect word--write word	Word missing-- <b>v</b> word	Unnecessary comma-- <b>X</b>

Accidental poisonings are quite comon scarey and dangerous. If a person thinks someone has been poisoned, the source of the poison should be saved, if possible! For example: If three year old Kelsey drinks bleach, the remaining bleach and the container should be saveed. they could provide helpful information in helping kelsey get well. A Doctor, should be called immediately and his/her orders followed. Depending the situation, a Doctor mite request that the poisoned person be quickly taken to a hospital? On the other hand, a Doctor might give the caller instructions to take care of the problem at home although many products that contain poisonous substances have a section on their labels that tells what to do in case of a poisoning, it best if these instructions were red to a Doctor before being followed.



Hint: The use of associations can make homophones easier to remember. The following are some possibilities for the homophone problems in Activity #15.

The **bright light might** be **right**.      **Ted** has a **red bed**.

Hint: When spelling a short vowel word with two syllables such as "common," try remembering that double consonants usually support short vowels. This suggests that a single "m" would not be right for "common."

Hint: When adding "ed" to a word that ends with a "silent e," the "silent e" is dropped before the "ed" is added. Therefore, "saved" has one "e."

Hint: "Doctor" should only be capitalized when it is used as a name for a specific person. When it refers to a generic doctor as in this selection, there is no need to capitalize it.

**H i n t :**  
When a "y" is added to a word that ends in a silent "e," the "e" is usually dropped before the "y" is added.

Accidental poisonings are quite **common** ,  
scary and dangerous. If a person thinks some-  
one has been poisoned, the source of the poison  
should be saved, if possible. For example: If  
three year old Kelsey drinks bleach, the remain-  
ing bleach and the container should be **saved**.  
they could provide helpful information in help  
kelsey get well. A **Doctor** should be called im-  
mediately and his/her orders followed. Depend-

Hint: Do not use commas where there is no need to pause.

**H i n t :**  
People's names are proper nouns and must be capitalized.

ing the situation, a **Doctor** might request that the  
poisoned person be quickly taken to a hospital?  
On the other hand, a **Doctor** might give the caller  
instructions to take care of the problem at home  
although many products that contain poisonous  
substances have a section on their labels that  
tells what to do in case of a **poisoning**, it best if  
these instructions were **read** to a **Doctor** before  
being followed.

Hint: When adding a suffix that starts with a vowel to a word that ends with a short vowel and a consonant, the consonant is often doubled before the suffix is added. Because of this common spelling rule, it is logical to want to double the "n" in poison before adding "ing." However, if you listen closely, you will realize that the second "o" in poison is not short, it is a schwa sound. The lack of a short "o" sound is a clue that the consonant does not need to be doubled. If in doubt when dealing with like situations, check with a dictionary.

# Read It Again, Sam! Book 1--Activity #16

## PROOFREADING TOOLS

**Cross out errors or mark with a pointer. Write the appropriate abbreviation or correction.**

Capital letter error--Cap	No end punctuation--(?) or (!) or (o)	Spelling error--spell word
Unnecessary capital--No Cap	Wrong end punctuation--(?) or (!) or (o)	Comma missing--(,)
Incorrect word--write word	Word missing-- <b>v</b> word	Unnecessary comma-- <b>X</b>

Mountains are stretches of high, rocky land. Sum Mountains are much higher than others and some stretch for many more miles than others. an example of a large mountain range that is both high and long is the rocky mountain Range. The rocky mountains extend from canada to New Mexico in the western part of the U.S These were the mountains that caused problems for settlers moveing westward in pioneer days. If it hadn't been these mountains, perhaps the far western U.S. might have been settled much sooner. Another mountain range in the western United States is the Sierra Nevada. it is a very small mountain range in the state of California. California-bound pioneers had a much easier time going both over and around these mountaines. The Cascades are a mountain range in the western U.S. that extend from Washington into California! As a package, the Rockies the Sierra and the Cascades make this a very mountainous area. But, all the mountains in the U.S. are in the west. The Appalachian mountains run down the eastern side of the country from somewhere near Malone New York to somewhere near Montgomery Alabama. Although the Appalachians cover a lot of miles, they can be considered a small mountain range because of their lack in height. There are many other less significant mountain ranges in the U.S., mostly in the western part of the country?

Hint: The use of associations can make homophones easier to remember. The following are some possibilities for the homophone problems in Activity #16.

**sum--Sara understands math**

Hint: When used to refer to generic mountains, the word "mountains" does not need to be capitalized.

Hint: Names of mountains are proper nouns and need to be capitalized.

Hint: Names of countries are proper nouns and need to be capitalized.

Hint: When a suffix that begins with a vowel is added to a word that ends in a silent "e," the "e" is usually dropped before the suffix is added.

### Some No Cap

Mountains are stretches of high, rocky land. Sum Mountains are much higher than others and some stretch for many more miles than others. <sup>Cap</sup> an example of a large mountain range that is both high and long is the <sup>Cap</sup> rocky <sup>Cap</sup> mountain <sup>Cap</sup> Range. The <sup>Cap</sup> rocky <sup>Cap</sup> mountains extend from <sup>Cap</sup> Canada to New Mexico in the western part of the U.S. These were the mountains that caused problems for settlers <sup>moving</sup> moving westward if <sup>v for</sup> hadn't been these mountains, perhaps the far west.

Hint: When a suffix that begins with a vowel is added to a word that ends with a "y," the "y" is usually changed to "i" before the suffix is added.

Hint: A plural is usually formed by adding an "s." "Mountains" is like most words. An "es" is usually added when a word ends in "s," "ch," "sh," "x" or "z."

Another mountain range is the <sup>Cap</sup> Sierra Nevada. It is a very small mountain range in the state of California. <sup>easier</sup> Pioneer pioneers had a much easier time going through these <sup>mountains</sup> mountains. The Cascades are a mountain range in the western U.S. that extend from Washington into California. As a package, the Rockies, the Sierra and the Cascades make this a very <sup>v not</sup> mountainous area. But, all the mountains in the U.S. are in the west. The Appalachian mountains run down the eastern side of the country from somewhere near Malone New York to somewhere near Montgomery Alabama. Although the Appalachians are considered a small mountain range because of their height. There are many other less significant mountain ranges in the U.S., mostly in the western part of the country?

Hint: A comma is used between items in a series.

Hint: A comma is placed between a city and a state.

# Read It Again, Sam! Book 1--Activity #17

## PROOFREADING TOOLS

Cross out errors or mark with a pointer. Write the appropriate abbreviation or correction.

Capital letter error--Cap

Unnecessary capital--No Cap

Incorrect word--write word

No end punctuation--(?) or (!) or (•)

Wrong end punctuation--(?) or (!) or (•)

Word missing--**v** word

Spelling error--spell word

Comma missing--(,)

Unnecessary comma--**X**

## EXPRESSWAY DRIVING

Expressways Toll roads Turnpikes, and Freeways are all wide roads. They all have two or more lanes going in the same direction! Here are some things you should know about driving on them:

- You will enter from an entrance ramp. Ewe will usually have a lane to speed up in before you join the other cars. You should put your turn signal and merge when safe.
- Cars on these roads drive closer than cars on highways do. but, sometimes they go just as fast. So, drivers have to be extra careful.
- Check other cars carefully before changing lanes. Use the rearview mirror and turn your head to the blind spot.
- Use tern signals when changing lanes.
- Do not tail gait?
- The right lane is for slower traffic. The left lane is for faster traffic, and for passing be careful not to speed.

Hint: The use of associations can make homophones easier to remember. The following are some possibilities for the homophone problems in Activity #17.

rode  
ride

ewe--sheep

t  
sea bird  
r  
n

Too late for the gate

Hint: Road types like expressways, toll roads, turnpikes and free-ways are not proper nouns and need not be capitalized unless used as part of a name.

Hint: A comma is used to separate items in a series but a comma is not needed before the conjunction in a series.

Hint: When a word that ends with an "l" is added to "ly," the result is a word with two "l"s because it is usually simply a process of adding the two parts together. Nothing is deleted.

Hint: The use of exclamation points is subjective. However, "two or more lanes going in the same direction" is neither an emotional nor exciting issue and has no reason to require an exclamation point.

~~No Cap roads~~ ~~No Cap~~ ~~No Cap~~  
Expressways Toll roads Turnpikes and Freeways are all wide roads.

They all have two or more lanes going in the same direction! Here are some things you should know about driving on them:

- \* You will enter from an entrance ramp. You will usually have a lane to speed up in before you join the other cars. You should put your turn signal <sup>on</sup> and merge when safe.
- \* Cars on these roads drive closer than cars on highways do. <sup>Cap</sup> but, sometimes they go just as fast. So, drivers have to be extra careful.
- \* Check other cars <sup>carefully</sup> before changing lanes. Use the rearview mirror and turn your head to the blind <sup>see</sup> spot.
- \* Use turn signals when changing lanes.
- \* Do not tail <sup>gate</sup> gait? ○
- \* The right lane is for slower traffic. The left lane is for faster traffic. <sup>Cap</sup> and for passing be careful not to speed. X

Hint: Two items joined together by the word "and" do not need a comma.

# Read It Again, Sam! Book 1--Activity #18

## PROOFREADING TOOLS

Cross out errors or mark with a pointer. Write the appropriate abbreviation or correction.

Capital letter error--Cap	No end punctuation--(?) or (!) or (o)	Spelling error--spell word
Unnecessary capital--No Cap	Wrong end punctuation--(?) or (!) or (o)	Comma missing--(,)
Incorrect word--write word	Word missing--v word	Unnecessary comma--X

I have been to the stars and back. I have scene entire worlds living in peace. There is no polution There is no hate nor hostility. There is no war? The people of earth must begin to follow the force that guides us threw life. You must remember, when you kill the earth, you have nowhere to go. you are not only killing the earth, you killing yourselves. When you hate, you lose out on love. when you kill other Human Beings, you lower yourself to the level of unintelligent animals? Earth can only be as grate as loving, and as beautiful as the sum total its people.



Hint: The use of associations can make homophones easier to remember. The following are some possibilities for the homophone problems in Activity #18.

A **s**cenic **s**cience **s**cene.

threw--throw

**g**reat, **g**reen & **g**reasy

Hint: To know for sure whether "pollution" needs one or two "l's," it is suggested that you use the dictionary.

Hint: When the word "earth" is used to refer to the entire planet, it is a proper noun and must be capitalized.

Hint: "Human beings" is a generic term used to refer to people and does not need to be capitalized.

I have been to the stars and  
back. I have <sup>seen</sup> scene entire worlds  
living in peace. There is no  
<sup>pollution</sup> pollution. There is no hate nor hos-  
tility. There is no war? <sup>Cap</sup> The  
people of earth must begin to follow  
the force that guides us <sup>through</sup> threw life.  
You must remember, when you kill  
<sup>Cap</sup> the earth, you have nowhere to go.  
<sup>Cap</sup> you are not only killing the earth, <sup>Cap</sup>  
<sup>v are</sup> you killing yourselves. When you  
lose out on love, <sup>Cap</sup> when  
<sup>No Cap</sup> other Human Beings, you  
yourself to the level of  
unintelligent animals? <sup>Cap</sup> Earth  
only be as <sup>great</sup> grate as loving and us  
<sup>beautiful</sup> beautiful as the sum total <sup>v of</sup> its people.

Hint: When a suffix is added to a word ending in "y," the "y" is often changed to "i" before the suffix is added. Check the dictionary to know for sure.

Hint: Only sentences that ask a question should end in a question mark.

# Read It Again, Sam! Book 1--Activity #19

## PROOFREADING TOOLS

Cross out errors or mark with a pointer. Write the appropriate abbreviation or correction.

Capital letter error--Cap  
Unnecessary capital--No Cap  
Incorrect word--write word

No end punctuation--(?) or (!) or (o)  
Wrong end punctuation--(?) or (!) or (o)  
Word missing--**v** word

Spelling error--spell word  
Comma missing--(,)  
Unnecessary comma--**X**

## G.M.--VW Fight Intensifies Over Defection and Secrets

BONN, July 12--The fight between Volkswagen and general motors mounted today after VW's chairman accused a G.M. executive in Europe of waging a personal war against the German auto maker.

the latest maize in the international corporate rivalry involving secret G.M. documents and the defection of a top G.M. executive to VW came with published comments by Volkswagen's Chairman about G.M.'s legal campaign against an employee who abruptly quit G.M. in March to take charge of vw's worldwide production

Then today, german prosecutors investigating G.M.'s assertion of industrial espionage by VW elaborated on reports last week that the had found confidential documents concerning a new small planned by a G.M. German subsidiary.

What began as a scrap over Volkswagen's hiring the former G.M. Employee has turned into a bitter legal battle that industry experts say could become a landmark case on the issue of proprietary information in europe.

In an interview friday in the newspaper, the VW chairman stopped short of directly naming the person he thought was responsible for the legal campaign against VW, referring only to the "Zuricher"--General Motors Europe is based in Zurich. But Volkswagen's chairman implied that the "Zuricher" had been rejected last year to head VW in favor of himself and the G.M.'s campaign against former G.M. employee was the result?

This case will be in court soon. the results will reported in this column.

Adapted from original article in the July 13, 1993 New York Times.

Hint: The use of associations can make homophones easier to remember. The following are some possibilities for the homophone problems in Activity #19.

maize--grain

Hint: When "ing" is added to a word ending in a silent "e," the "e" is usually dropped before the "ing" is added.

Hint: "Information" is a combination of "inform" and "ation" and there is no reason to add another "m."

## G.M.--VW Fight Intensifies Over Defection and Secrets

BONN, July 12--The fight between Volkswagen and general motors mounted today after VW's chairman accused a G.M. executive in Europe of waging a personal war against the German auto maker.

the latest maize in the international corporate rivalry involving secret G.M. documents and the defection of a top G.M. executive to VW came with published comments by Volkswagen's Chairman about G.M.'s legal campaign against an employee who abruptly quit G.M. in March to take charge of vw's worldwide production.

Then today, german prosecutors investigating G.M.'s assertion of industrial espionage by VW elaborated on reports last week that they had found confidential documents concerning a new small v car planned by a G.M. German subsidiary.

Hint: Simple typos are often the most plentiful type of error you will find when proofreading. In order to catch these errors, it is suggested that you be very alert and keep a dictionary handy.

What began as a scrap over Volkswagen's hiring the former G.M. Employee has turned into a bitter legal battle that industry experts say could become a landmark case on the issue of proprietary information in europe.

In an interview Friday in the newspaper, the VW chairman stopped short of directly naming the person he thought was responsible for the defection against VW, referring to the "Zuricher"---General based in Zurich. The chairman implied the employee had been rejected in favor of himself and the G.M.'s campaign against former G.M. employee was the result?

This case will be in court soon. the results will reported in this column.

Hint: "Chairman" and "employee" are both generic job titles and should not be capitalized unless used as part of a person's name.

Hint: Only sentences that ask a question should end in a question mark.

Hint: Company names, brand names, nationalities, continents and days of the week are all proper nouns and should be capitalized.

# Read It Again, Sam! Book 1--Activity #20

## PROOFREADING TOOLS

**Cross out errors or mark with a pointer. Write the appropriate abbreviation or correction.**

Capital letter error--Cap

Unnecessary capital--No Cap

Incorrect word--write word

No end punctuation--(?) or (!) or (o)

Wrong end punctuation--(?) or (!) or (o)

Word missing-- **v** word

Spelling error--spell word

Comma missing--(,)

Unnecessary comma--**X**

Digestion, begins in the mouth! The mouth has two jobs in the digestion process. One is to begin to brake the food into little pieces. the other is to turn starch into sugar. When a person takes a byte of a hot dog, the digestion begins. The teeth start by roughly mashing the hot dog. The tongue helps by moving the hot dog to make it easier for the teeth to mash it. There are glands in the moth that make a liquid called saliva. The salivary glands add saliva to the hot dog to soften it. Saliva is a liquid that starts to break food down. Saliva has Chemicals in it called Enzymes. Enzymes can change the starch in foods to sugar. This needs to be done since starch can't be used by the cells of the body The body can good old hawaiian sugar to help feed the cells?

After the hot dog has been mashed up in the mouth, it is swallowed. It goes into the throat. The throat is right behind the mouth? It leads to both the windpipe and the esophagus. The windpipe takes err to and from the lungs. it is not part of the digestive system. If food gets into the windpipe, it causes chokeing. The esophagus is the tube that connects the throat to the stomach. In summary: a hot dog will go to mouth to the throat to the esophagus and to the stomach.

Hint: The use of associations can make homophones easier to remember. The following are some possibilities for the homophone problems in Activity #20.

**break** the **bread**

byte--remember that the funny looking one is the computer word.

**err**--**error**

Hint: Commas should not be used in a sentence where no pause is needed.

Hint: The use of exclamation points is subjective. However, there is nothing surprising or exciting about digestion beginning in the mouth.

Hint: "Chemicals" and "enzymes" are generic scientific words and do not need to be capitalized when used as they are here.

Digestion <sup>•</sup> begins in the mouth. The mouth has two jobs in the digestion process.

**break**

**Cap**

One is to begin to brake the food into little pieces. the of

Hint: Use this clue to remember to include the "u" in mouth.

**bite**

sugar. When a person takes a byte of a hot dog, the dige

"loud mouth"

by roughly mashing the hot dog. The tongue helps by mo

**mouth**

easier for the teeth to mash it. There are glands in the moth that make a liquid called

saliva. The salivary glands add saliva to the hot dog to soften it. Saliva is a liquid

**No Cap**

**No Cap**

that starts to break food down. Saliva has Chemicals in it called Enzymes. Enzymes

can change the starch in foods to sugar. This needs to be done since starch can't be

used by the cells of the body. The body can <sup>•</sup> use **Cap** good old hawaiian sugar to help feed the

cells? <sup>•</sup> Hint: Sentences that do not ask a question should not end with a question mark.

Hint: "Hawaiian" is a proper noun that refers to a specific group of people and must be capitalized.

After <sup>•</sup> been mashed up in the mouth, it is swallowed. It goes into

the throa <sup>•</sup> right behind the mouth? It leads to both the windpipe and

**air**

**Cap**

the esophagus. The windpipe takes err to and from the lungs. it is not part of the

**choking**

digestive system. If food gets into the windpipe, it causes chakeing. The esophagus is

the tube that connects the throat to the stomach. In summary:

<sup>•</sup> **v the** <sup>•</sup> mouth to the throat to the esophagus and to the stomach.

Hint: "Choking" does not have an "e" because the "e" is dropped before the "ing" is added.

Hint: Commas are used to separate items in a series.

# Read It Again, Sam! Book 1--Activity #21

## PROOFREADING TOOLS

**Cross out errors or mark with a pointer. Write the appropriate abbreviation or correction.**

Capital letter error--Cap	No end punctuation--(?) or (!) or (o)	Spelling error--spell word
Unnecessary capital--No Cap	Wrong end punctuation--(?) or (!) or (o)	Comma missing--(,)
Incorrect word--write word	Word missing-- <b>v</b> word	Unnecessary comma-- <b>X</b>

One part of getting a play put together is planning the costumes.

Costumes can be collected or made. Often, a combination of the two is used. The period play is set in determines what type of clothing will be needed. Also, the location has a bearing. A play set in Warsaw, Russia in the early 1900's would require different clothes than a play during the same period set in Houston, Texas. Often, costumers have to do considerable research in order to costume a play authentically? Costuming a play authentically means to provide costumes that might really have worn during the time period in question. There are books (like Linda Law's *They Wore That When?*) that will show every detail of clothing for different periods! Costumers look in these books to make sure details are correct—necklines, sleeves, shoes, belts, etc. These books would also indicate the occasions and times of day that different clothing would have been worn within the different periods. There is a lot for a serious costumer to consider.



Hint: The use of associations can make homophones easier to remember. The following are some possibilities for the homophone problems in Activity #21.

The **maid** **aids** us.

The **bear** has an **ear**.

**torn** and **worn**

Hint: Always be on the lookout for typos. They are as easy to miss as they are to make.

Hint: "Warsaw, Russia" needs a comma just like a city and state. Also, Warsaw must be capitalized because it is the name of a city and city names are proper nouns.

Hint: Items in a series are separated by commas. When there is an "etc." instead of a "conjunction," the last comma is right before the "etc."

One part of getting a play put together is planning the costumes.

Costumes can be collected or **made**. Often, a combination of **the** two

is used. **the** The period **by** the play is set in determines **what** type of clothing will

be needed. Also, the location has a **bearing**. A play set in **Cap** **Warsaw**

Russia in the early 1900's would require different **Cap** a play

during the same period set in **Cap** Houston **Cap** Texas. Oft **Cap** have

to do considerable research in order to costume a **Cap** **Cap** ally?

Hint: Names of states are proper nouns and must be capitalized.

Costuming a play authentically means to provide costumes that might

really have **been** worn during the time period in question.

Hint: A sentence that does not ask a question should not end with a question mark.

Hint: Use of exclamation points is subjective. However, they should only be used when there is evidence of surprise or emotion.

*Wore That When?*) that will show every detail

periods! Costumers look in these books to

make sure details are correct—necklines sleeves shoes belts etc.

These books would also indicate the occasions and

**clothing** **worn** different clothing would have been worn within the

There is a lot for a serious costumer to consider.

Hint: When a suffix that begins with a vowel is added to a word that ends with a "silent e," the "e" is usually dropped before the suffix is added.

# Read It Again, Sam! Book 1--Activity #22

## PROOFREADING TOOLS

Cross out errors or mark with a pointer. Write the appropriate abbreviation or correction.

Capital letter error--Cap

Unnecessary capital--No Cap

Incorrect word--write word

No end punctuation--(?) or (!) or (o)

Wrong end punctuation--(?) or (!) or (o)

Word missing--**v** word

Spelling error--spell word

Comma missing--(,)

Unnecessary comma--**X**

## Bomb Taken into Hospital

SYCAMORE--DeKalb County Sheriff's police arrested a 23-year-old man after he entered the emergency room at Kishwaukee Community Hospital in Sycamore Illinois and allegedly told hospital staff he carrying a makeshift bomb.

the man was charged Friday night with felony unlawful use of weapons

Sheriff's police, removed the bomb--contained in a beer bottle--and took it about 200 yards away form the Hospital The winnebago county bomb squad was called in and detonated the bottle.

"It would have damaged the emergency room extensively if it had gone," said a sheriff's sergeant last night!

He said the bomb was a form of Molotov cocktail "with some added ingredients" that He wouldn't identify.

"Never at any time was there any potential damage to patience or employees," said the hospital's vice president of finances.

He said the man was not a patient, and made no threats at the hospital. The man just arrived at the hospital and appeared to be "very distressed?"

Adapted from original article in the November 29, 1992 Rockford Register Star.

Hint: The use of associations can make homophones easier to remember. The following are some possibilities for the homophone problems in Activity #22.

patient--patients

Hint: "Hospital" is a generic reference and need not be capitalized unless it is used as part of the title of an institution.

Hint: The "Winnebago County Bomb Squad" is a name of a specific organization, is a proper noun and needs to be capitalized.

Hint: There is usually no need to drop a "silent e" when adding "ly."

## Bomb Taken into Hospital

SYCAMORE--DeKalb County Sheriff's police arrested a 23-year-old man who entered

Hint: A comma is used between a city and a state.

Kishwaukee Community Hospital in Sycamore, Illinois and allegedly told hospital staff he was carrying a makeshift bomb.

The man was charged Friday night with felony unlawful use of weapons.

Sheriff's police removed the bomb--contained in a beer bottle--and took it about 200 yards away from the hospital. The Winnebago county bomb squad was called in and detonated the bottle.

Hint: Watch out for typos. They are as easy to miss as they are to make.

Hint: A comma should not be used in a sentence where there is no need for a pause.

"It would have damaged the emergency room extensively if it had gone, <sup>v.off</sup> said a sheriff's sergeant last night!

He said the bomb was a form of Molotov cocktail "with some added ingredients" that he wouldn't identify.

"Never a <sup>patients</sup> there any potential damage to patients or employees," said the hospital's vice president of finances.

He said the man was not a patient and made no threats at the hospital. The man just arrived at the hospital and appeared to be "very distressed?"

Hint: "He" as it is used here has no need to be capitalized.

# Read It Again, Sam! Book 1--Activity #23

## PROOFREADING TOOLS

**Cross out errors or mark with a pointer. Write the appropriate abbreviation or correction.**

Capital letter error--Cap  
Unnecessary capital--No Cap  
Incorrect word--write word

No end punctuation--(?) or (!) or (o)  
Wrong end punctuation--(?) or (!) or (o)  
Word missing--**v** **word**

Spelling error--spell word  
Comma missing--(,)  
Unnecessary comma--**X**

Thomas Jefferson wrote the Declaration of Independence. The Declaration of Independence called the 13 American colonies, the United States. This was the first time the colonies were given that name.

The Declaration listed the rights of Americans. It said that everyone was Equal under the law. It also said that the people should control the government? The declaration said that the people could get rid of the new government. They should only keep it if it helped protect their rights. A big part of the Declaration was about the King of England. This does not seem important today. But, in 1776 the king was doing things that the colonists were very angry. The colonists wanted to make decisions to buy and sell things without asking the King and to be able to declare war and peace on their own.

On July 4, 1776, at a Meeting in Philadelphia Pennsylvania, the Declaration of Independence was finished. By July 15, all the states had agreed with it. It became the word of the colonies. At that time, the colonies said that they were free from England. They said they could do what they wanted.

The Declaration of Independence did not lay out any laws or rules. But, it was the first step towards CONSTITUTION

Hint: The use of associations can make homophones easier to remember. The following are some possibilities for the homophone problems in Activity #23.

write--wrote

independent--independents

I can **see** that this **seems** right.

Hint: Although "equal" is a big issue in this document, it is not a proper noun and need not be capitalized.

Hint: "Declaration" is a generic word as a rule. However, when it is used as part of the name of a government document or as a shortened name for the same government it becomes a proper noun and must be capitalized.

Hint: "King" must be capitalized in this document since it is being used to refer to a particular person.

**wrote Independence**

Thomas Jefferson wrote the Declaration of Independence. The Declaration of Independence

Hint: Do not use a comma where no pause is needed.

declared the United States. This was the first time the colonies

were given that name.

**rights Cap**

**No Cap**

The Declaration listed the rights of Americans. It said that everyone was Equal under

the law. It also said that the people could

Hint: Watch for typos. They are as easy to miss as they are to make.

control the government? The declaration said that they should only keep it if it helped protect

their rights. A big part of the Declaration was about the King of England. This does not seem

important today. But, in 1776 the king was doing things that the colonists very angry. The

colonists wanted to make decisions to buy and sell things without asking the King and to be

able to declare war and peace on their own.

**Cap**

**No Cap**

on July 4, 1776, at a Meeting in Philadelphia Pennsylvania, the Declaration of Independence

was finished. By July 4, 1776, the

Hint: Although the meeting in Philadelphia was extremely important, there is no reason to capitalize the word "meeting."

the word of the

colonies. At that time, they

said they

could do what they wanted.

The Declaration of Independence did not

take the first step towards the CONSTITUTION!

Hint: Unnecessary capitalization is, as a rule, avoided. However, sometimes, excessive capitalization can be used for emphasis. From this point of view, the treatment of "Constitution" in the last sentence is acceptable.

Hint: The use of exclamation points is subjective. The first step towards the Constitution seems to be a proper use.

# Read It Again, Sam! Book 1--Activity #24

## PROOFREADING TOOLS

**Cross out errors or mark with a pointer. Write the appropriate abbreviation or correction.**

Capital letter error--Cap	No end punctuation--(?) or (!) or (o)	Spelling error--spell word
Unnecessary capital--No Cap	Wrong end punctuation--(?) or (!) or (o)	Comma missing--(,)
Incorrect word--write word	Word missing-- <b>v</b> word	Unnecessary comma-- <b>X</b>

Many women give up their jobs following the birth of a baby? They want to spend more time with their new child. Indian scout Sacajawea found herself faced with this very decision. She solved the problem by taking her baby with her to work.

Sacajawea was born in 1786 in the wilds of Western, Montana. She was a member of the shoshoni Indian tribe. The name Sacajawea means "Bird Woman." In 1800 Sacajawea was taken prisoner by an enemy Indian tribe. They kidnapped her to their home in Northern, Dakota. The Indians sold Sacajawea a slave. She was sold to a French-Canadian trader named Charbonneau. At the age of 18 Sacajawea became Charbonneau's wife? During the winter of 1804 a group of explorers set up camp near the home of Sacajawea and Charbonneau. The group was led by Meriwether Lewis and William Clark. They had been sent by President Jefferson to explore the new Louisiana Territory.

Lewis and Clark hired Charbonneau as an interpreter and guide. They allowed Sacajawea and her newborn son to the trip also. before long Sacajawea became the group's main scout. She knew the land well and was able to make friends with the Indian tribes. She was a valuable member of the expedition. With Sacajawea as a guide, the Lewis and Clark expedition was a great success.

It is believed that Sacajawea died near Fort Manual Nebraska on December 20, 1812. This Mother-Scout has been honored by having a river a mountain pass and a mountain peak named after her

Because of her help in exploring the Louisiana Territory, Sacajawea became an important figure in early American history--all without the aide of a baby-sitter.



Hint: The use of associations can make homophones easier to remember. The following are some possibilities for the homophone problems in Activity #24.

sent--send  
cent--coin

peek

aid  
helper

Hint: When words like "northern" or "western" are used to refer to a direction, capitalization is not needed.

Hint: A state preceded by a direction is not treated the same as a state preceded by a city. There should be no comma.

Hint: The name of a specific indian tribe is a proper noun and should be capitalized.

Hint: The spelling of "success" can be sort of tricky. If a "c" is followed by an "e," there is a good chance that a soft "c" is involved. Check the dictionary to verify.

Many women give up their jobs to spend more time with their new babies. She was faced with this very decision. She wanted to spend more time with her baby. She was faced with her to work.

Hint: A sentence that does not ask a question should not end with a question mark.

They want to spend more time with their new babies. She was faced with her to work.

Sacajawea was born in 1786 in the wilds of Western Montana. She was a member of the shoshoni Indian tribe. The name Sacajawea means "Bird Woman." In 1800 Sacajawea was taken prisoner by an enemy Indian tribe. They kidnapped her to their home in Northern Dekote. The Indians sold Sacajawea a slave. She was sold to a French-Canadian trader named Charbonneau. At the age of 16 Sacajawea became Charbonneau's wife. During the winter of 1804 a group of explorers set up camp near the home of Sacajawea and Charbonneau. The group was led by Meriwether Lewis and William Clark. They had been sent by President Jefferson to explore the new Louisiana Territory.

Lewis and Clark hired Charbonneau as an interpreter and guide. They allowed Sacajawea and her newborn son to go on the trip also. Before long Sacajawea became the group's main scout. She and her son were able to make friends with the Indian tribes. She was a member of the expedition.

With Sacajawea as a guide, the Lewis and Clark expedition was a great success. It is believed that Sacajawea died near Fort Manual Nebraska on December 20, 1812. This Mother-Scout has been honored by having a river, a mountain pass and a mountain peak named after her.

Because of her help in exploring the Louisiana Territory, Sacajawea became an important figure in early American history--all without the aid of a baby-sitter.

Hint: As a rule, when adding "ing" to a word that ends with a "silent e," drop the "e" before adding the "ing."

# Read It Again, Sam! Book 1--Activity #25

## PROOFREADING TOOLS

Cross out errors or mark with a pointer. Write the appropriate abbreviation or correction.

Capital letter error--Cap	No end punctuation--(?) or (!) or (o)	Spelling error--spell word
Unnecessary capital--No Cap	Wrong end punctuation--(?) or (!) or (o)	Comma missing--(,)
Incorrect word--write word	Word missing-- <b>v</b> word	Unnecessary comma-- <b>X</b>

## Owners Still Considering Lockout

SCOTTSDALE Ariz.--Baseball Owners still don't know if they want to reopen their collective bargaining agreement or if they want to lock out the Players again

They discussed labor Wednesday as their two-day special meeting came to an end, but didn't vote on whether to reopen the four-year contract, which otherwise expires at the end of this year.

The Milwaukee Brewers owner, chairman of the ruling executive council, said a decision may not be made until the end of the winter meeting, two days before the deadline for reopening the deal?

"We have a lot of clubs with different views," said the Milwaukee Brewers Owner who is also the chairman of the player relations committee.

The Chicago White Socks owner, also on the PRC board, in late summer that clubs shouldn't attempt to reopen the agreement and lock out the players unless at least 21 of the 28 teams supported that policy. The PRC board is thought to favor a lockout more than the overall group of clubs, and the size of the majority needed to reopen the agreement was a subject of Wednesday's discussion.

"There was a question or two asked about how many clubs would have to be in favor of this proposal, and it really wasn't answered," said the Milwaukee Brewers owner.

"You need a strong consensus. whatever determines a strong consensus, there's no objective criteria. You just have to use common sense."

Adapted from original article in the November 12, 1992 Freeport Journal-Standard.

Hint: The use of associations can make homophones easier to remember. The following are some possibilities for the homophone problems in Activity #25.

**r**  
weather  
**i**  
**n**

**council**  
**l**  
**a**  
**n**

Don't walk on the **rocks**  
in your **socks**.

Hint: "Owners" and "Players," as they are used here, are both generic words that need not be capitalized.

Hint: There is no need to double the "t" in "collective" before adding the "ing."

Hint: There is no need to drop an "e" in "agreement" before adding "ing."

Hint: "Public Relations Committee" is the name of a specific group, is a proper noun and must be capitalized.

Hint: A comma should be used between a city and a state.

## Owners Still Considering Lockout

①

**No Cap**

SDALE Ariz.--Baseball Owners still don't know if they want to reopen

**collective agreement** their collective bargaining agreement or if they want to lock out the Players again. **No Cap** ②

They discussed labor Wednesday as their two-day special meeting came to an end, but didn't vote on **whether** to reopen the four-year contract, which otherwise expires **y will** at the end of this year.

The Milwaukee Brewers **council** executive counsel, said a decision may not be made until **Hint: Only a sentence that asks a question should end in a question mark.** two days before the line for reopening the deal? ③

"We have a lot of clubs with different views," Said the Milwaukee **No Cap** Owner who is also the chairman of the player relations committee. **Cap Cap Cap**

The Chicago White Socks owner, also on the PRC board, in late summer **Sox** **y said** clubs shouldn't attempt to reopen the agreement and lock out the players unless at least 21 of the 28 teams supported that policy. **Hint: A quotation does not necessarily signal the end of a sentence. Therefore, the next word is not automatically capitalized.** The PRC board is thought to favor a lockout more than the overall group of clubs, and the size of the majority needed to reopen the agreement was a subject of Wednesday's discussion.

Hint: A comma is not needed between two items connected with the word "and."

was a question or two asked about how many clubs would have to be in a proposal, and it really wasn't answered," said the Milwaukee Brewers owner. **X**

ed a strong consensus. **Cap** whatever determines a strong consensus, there's no objective criteria. You just have to use common sense."

# Read It Again, Sam! Book 1--Activity #26

## PROOFREADING TOOLS

Cross out errors or mark with a pointer. Write the appropriate abbreviation or correction.

Capital letter error--Cap	No end punctuation--(?) or (!) or (o)	Spelling error--spell word
Unnecessary capital--No Cap	Wrong end punctuation--(?) or (!) or (o)	Comma missing--(,)
Incorrect word--write word	Word missing-- <b>v</b> word	Unnecessary comma-- <b>X</b>

### Who Killed Carl in Madison Wisconsin!

- Warren had been an fbi worker for thirty years. he was one of the head men. surprised since he thought Carl was dead, but he decided to go to the old barn anyhow
- Warren told Mac that he was beginning to think that Jack was an enemy spy
- Jack called Mac after he had shot at him (and mist), and told Mac to meet him at the airport.
- When Mac went to meet Carl on tues., Carl was on the ground dead.
- Warren told Laura that he thought Jack had killed Carl?
- Jack was not an enemy Spy.
- Warren helped Laura make a plan to kill Jack.
- Mac got a note from Carl, a man he thought was dead for many years.
- Laura was an emeny spy.
- Carl was killed because he found out that one of the people he worked with in the FBI was realy an enemy spy.
- Laura wanted to kill Jack.
- Carl wanted Mac to meet him by an old barn at 7:30 on Tuesday. Mac was really
- Mac went to try and arrest Jack, but Jack tried to shoot Mac and away.
- Laura told Jack that she didn't know that Carl had been an FBI worker?
- when Mac started trying to find out who killed Carl, Jack started following him.
- Laura told Jack that she didn't know that Carl had been an FBI woker.
- Carl worked for the FBI.
- Laura worked for Warren.
- Jack wroked for Warren.
- Carl was not killed by the woman who loved him.
- Mac had worked for Warren for five years
- Laura was in Love with Carl.
- Carl called Mac when he found himself in trouble because he and Mac had been buddies back in the days when they both worked for Warren.

Hint: The use of associations can make homophones easier to remember. The following are some possibilities for the homophone problems in Activity #26.

mist--misty

Hint: "Spy" and "love," as used here, are both generic terms that do not need to be capitalized.

Hint: "FBI" is an abbreviated name for a specific organization, is a proper noun and should be capitalized.

Hint: Days of the week are proper nouns and should be capitalized.

Hint: "Enemy" is one of the most often misspelled words. There are two sources of confusion with this word. 1--Some people mispronounce the word and spell it to match. 2--Simple "n" and "m" confusion.

Who Killed Carl in Madison Wisconsin!

1. Warren had been an **Cap** fbi worker for thirty years. he was one of the head men.

surprised since he **?** dead, but he decide barn anyhow **?**

Hint: A question should end with a question mark, not an exclamation mark.

2. Warren told Mac that he was beginning to think that Jack was an enemy spy **?**

13. Mac went to try and arrest Jack, but Jack tried to shoot Mac and away. **v got**

3. Jack called Mac (and **missed** and the airport. **X**

Hint: A comma should not be used where no pause is needed.

14. Laura told Jack that she didn't know that Carl had been an FBI worker? **?**

4. When Mac went to meet Carl on tues., Carl was on the ground dead. **Cap**

15. when Mac started trying to find out who killed Carl, Jack started following him. **Cap**

5. Warren told Laura that he thought Jack had killed Carl? **?**

16. Laura told Jack that she didn't know that Carl had been an FBI woker. **worker**

6. Jack was not an enemy Spy. **No Cap**

17. Carl worked for the FBI.

7. Warren helped Laura make a plan to kill Jack.

18. Laura worked for W

Hint: Watch out for typos. They are as easy to miss as they are to make.

8. Mac got a note from Carl, a man he thought was dead for many years.

19. Jack **worked** woked for Wa

9. Laura was an **enemy** emeny spy.

20. Carl was not killed by the woman who loved him.

10. Carl was killed because he found out that one of the people he worked with in the FBI was **really** an enemy spy.

21. Mac had worked for Warren for five years **?**

22. Laura was in Love with Carl. **No Cap**

Hint: "Really" has two "l's" -- the one from "real" and the one from "ly."

12. Carl wanted Mac to meet him by an old barn at 7:30 on Tuesday. Mac was really

23. Carl called Mac when he found himself in trouble because he and Mac had been buddies back in the days when they both worked for Warren.

# Read It Again, Sam! Book 1--Activity #27

## PROOFREADING TOOLS

Cross out errors or mark with a pointer. Write the appropriate abbreviation or correction.

Capital letter error--Cap	No end punctuation--(?) or (!) or (o)	Spelling error--spell word
Unnecessary capital--No Cap	Wrong end punctuation--(?) or (!) or (o)	Comma missing--(,)
Incorrect word--write word	Word missing-- <b>v</b> word	Unnecessary comma-- <b>X</b>

Bee Stings can be caused by a person's appearance and actions. do you think that your clothing colors won't affect bees. This is, not true Bees are more likely sting someone wearing dark colors because the bee's natural enemies (bears, skunks, etc.) are dark colored. you should wear light colored close when you might be around bees. Do you think that your appaerance and smell won't affect bees. Well, they do. The scents of some perfumes cosmetics and after-shaves attract or antagonize bees. (Yes, even chanel #5) Finaly, you, might think that you can swat or run away a bee. many people don't realize that bees can See. They are excited by Quick Motions. They don't see slow motions.



Hint: The use of associations can make homophones easier to remember. The following are some possibilities for the homophone problems in Activity #27.

**cloth-clothes**

Hint: "Bee" needs to be capitalized only because it is at the beginning of a sentence. "Bee stings" is not a proper noun.

Hint: A sentence that asks a question should end with a question mark.

**No Cap**  
 Bee Stings can be caused by a person's ap-  
**Cap**  
 pearance and actions. do you think that your  
 clothing colors won't affect bees. This is, not  
 true Bees are more likely **v to** sting someone wear-  
 ing dark colors because the bee's natural en-  
**Cap**  
 emies (bears, skunks, etc.) are dark colored. you  
 should wear light colored **clothes** close when you might  
 be around bees. Do you think that your  
**appearance** and smell won't affect bees. Well,  
 they do. The scents of some perfumes cosmetics  
 and after-shaves attract or antagonize bees.  
**Cap** **Finally**  
 (Yes, even chanel #5) Finally, you might think  
 that you can swat or run away **v from** a bee. many people  
**No Cap**  
 don't realize that bees can See. They are excited  
**No Cap No Cap**  
 by Quick Motions. They don't see slow motions.

Hint: Watch for typos. They are as easy to miss as they are to make.

Hint: Commas should be used between items in a series.

Hint: "Chanel #5" is a brand name. Brand names are proper nouns and must be capitalized.

Hint: "Finally" must have two "l's" because it uses the "l's" from both "final" and "ly."

Hint: Commas should not be used where no pause is needed.

Hint: There is no reason to capitalize "see" as it is used here.

Hint: "Quick" and "Motions," as used here, are both common and should not be capitalized.

# Read It Again, Sam! Book 1--Activity #28

## PROOFREADING TOOLS

**Cross out errors or mark with a pointer. Write the appropriate abbreviation or correction.**

Capital letter error--Cap	No end punctuation--(?) or (!) or (o)	Spelling error--spell word
Unnecessary capital--No Cap	Wrong end punctuation--(?) or (!) or (o)	Comma missing--(,)
Incorrect word--write word	Word missing-- <b>v</b> word	Unnecessary comma-- <b>X</b>

Roy, went to the Dubuque Iowa race track with some buddies during a time when he and his young wife, amanda, were quite low on funds. He had only \$2.00 to spend. A friend drove him to the Race Track Roy picked a 40 to 1 shot on the first Race, and won. He had similiar luck on the next several races. At the end of the afternoon he had won \$10,000.00. On the way home, he decided to cash in further on his lucky streak. He stopped at one of the clubs that ran small gambling casinos. His luck held. He ran his steak up to fourty thousand. He was on the point of leaveing when the wheel began spinning once more. suddenly, he put the entire forty thousand on " fourteen black." The ball bounced. "Number, fourteen," called the croupier. "red."

The boy walked the rest of the weigh home. His wife was waiting for him on the porch.

"How did you make out." she called eagerly.

With a shrug, roy calmly said, "I lost the two dollars."

Hint: The use of associations can make homophones easier to remember. The following are some possibilities for the homophone problems in Activity #28.

**steak--meat      weigh--weight**

Hint: When a suffix that begins with a vowel is added to a word that ends with a "y," the "y" is often changed to "i" before the suffix is added.

Hint: Do not insert commas in places where there is no reason to pause.

Hint: "Race" and "track" as used here are common nouns and do not need to be capitalized.

Roy went to the Dubuque Iowa race track with some buddies during a

Hint: A comma is used to separate a city and a state.

Cap  
wife, amanda, were quite low on

Hint: People's names are proper nouns and must be capitalized.

\$2.00 to spend. A friend drove him to the Race Track Roy picked a 40 to 1

No Cap

No Cap No Cap

similar

several

shot on the first Race and won. He had similar luck on the next several races.

Hint: The spelling of "similar" is often confused with the spelling of "familiar." However, there is no "liar" in similar and "liar" is familiar to me but not similar to me.

Afternoon he had won \$10,000.00. On the way home, he de-

termined on his lucky streak. He stopped at one of the clubs that

was a casino. His luck held. He ran his steak up to forty thou-

stake      forty

sand. He was on the point of leaving when the wheel began spinning once more.

Cap

suddenly, he put the entire forty thousand on "fourteen black." The ball

Cap

bounced. "Number fourteen," called the croupier. "red."

Hint: Since "four" has a "u" in it, many people want to put a "u" in "forty." This sentence could be used as a clue: "'U' are not in the back forty."

way  
he weigh home. His wife was waiting for him

Hint: "Several" is often misspelled. This sentence could be used as a clue: "I would sever Al if he decided to have severAl girlfriends."

"How did you make out," she called eagerly.

Cap

With a shrug, roy calmly said, "I lost the two dollars."

Hint: When a suffix that begins with a vowel is added to a word that ends with a silent "e," the "e" is usually dropped before the suffix is added.

Hint: Even single word sentences must begin with a capital letter.

Hint: A sentence that asks a question must end with a question mark.

# Read It Again, Sam! Book 1--Activity #29

## PROOFREADING TOOLS

**Cross out errors or mark with a pointer. Write the appropriate abbreviation or correction.**

Capital letter error--Cap

Unnecessary capital--No Cap

Incorrect word--write word

No end punctuation--(?) or (!) or (•)

Wrong end punctuation--(?) or (!) or (•)

Word missing-- **v** word

Spelling error--spell word

Comma missing--(,)

Unnecessary comma--**X**

When a muscle gets a message to contract, it contracts all the way. It cannot contract just a at a time. If you think about trying to open a jar with a tight lid, you probaly think that, as you keep trying harder, your muscles keep contracting a little more. what really happens is that more and more muscles keep contracting as you try harder and harder.

Some muscles are made to wrok all the time. Others need to rest between periods of work. the muscles that let you breath work all the time because you can't afford to stop breathing. On the other hand, the muscles that let you wok would never be able to work all the time. They simply must have a rest. These Muscles get lite rest while you are sleeping. Even though, muscles get a good rest, while you are sleeping, they never completely relax. they are awlays contracted just a little. This is called muscle tone? A muscle that is well toned feels firm. A Flabby, Soft Muscle needs to be toned. In order to be healthy, muscle must be well toned. Toning can be achieved by exercising

Hint: The use of associations can make homophones easier to remember. The following are some possibilities for the homophone problems in Activity #29.

walk & talk      bright light

Hint: Some people mispronounce "probably" by omitting the second "b." Words that are mispronounced are often misspelled. Pronunciations must be watched closely.

Hint: Focus on the fact that a silent "e" at the end of a word tends to make the vowel in the middle of the word long. The word "breathe" follows this rule.

When a muscle gets a message to contract, it contracts a little at a time. If you think about trying to contract with a tight lid, you probably think that, as you keep trying harder, your muscles keep contracting a little more. what really happens is that more and more muscles keep contracting as you try harder and harder.

Some muscles are made to work all the time. Others need to rest between periods of work. the muscles that let you breathe work all the time because you can't afford to stop breathing. On the other hand, the muscles that let you walk would never be able to work all the time. They simply must have a rest. These Muscles get little rest while you are sleeping.

Even though muscles get a good rest while you are sleeping, they never completely relax. they are always contracted just a little. This is called muscle tone. A muscle that is well toned feels firm. A Flabby, Soft Muscle needs to be toned. In order to be healthy, muscle must be well toned.

Toning can be achieved by exercising.

Hint: Watch out for typos. They are as easy to miss as they are to make.

Hint: A sentence that does not ask a question should not end with a question mark.

Hint: Commas should not be used where there is no need for a pause.

Hint: Although "Flabby, Soft Muscle" is an important issue when having a muscle related conversation, the three words are not proper nouns and should not be capitalized.

# Read It Again, Sam! Book 1--Activity #30

## PROOFREADING TOOLS

**Cross out errors or mark with a pointer. Write the appropriate abbreviation or correction.**

Capital letter error--Cap

Unnecessary capital--No Cap

Incorrect word--write word

No end punctuation--(?) or (!) or (o)

Wrong end punctuation--(?) or (!) or (o)

Word missing-- **v** word

Spelling error--spell word

Comma missing--(,)

Unnecessary comma--**X**

People ride on trains in order to travel from one place to another. The person who drives these heavy railroad vehicles is called engineer Harriet Tubman, served as engineer, on one of history's, most important railways: The underground railroad.

Harriet was born into slavery in Bucktown Maryland. As a young girl, Harriet spent many hot, back-breaking hours working in the fields. At a young age, Harriet's feelings of kindness and love towards her fellow man began to show through. She spent three months in a coma after being hit in the head with an iron rod. She was hit while trying to stop a white man from disciplining a slave.

In 1849, Harriet escaped to the North where she was considered a free woman. She wasn't satisfied with just her own freedom. Harriet wanted her fellow slaves to have their freedom, also? To help slaves escape to the north, Harriet, along with the help of some anti-slavery friends, developed a plan. This plan was known as the Underground Railroad. The Underground Railroad had nothing to do with trains at all. It was a system for secretly hiding and transporting slaves form place to place. This would go on until the slaves had reached the safety of the Northern States. As with nay railroad, someone needed to be in charge. this person was known as an engineer. Harriet Tubman was the right type of person to be an engineer for the Underground Railroad. Harriet used the Underground Railroad to help over 300 slaves make their way to freedom. The slaves took to calling Harriet, "Moses." They called her "Moses" because she lead her people out of slavery. She was their Engineer to Freedom.

On March 3, 1913, Harriet announced that she was going to have her own Funeral She spent the day visiting with friends and joining them in prayers and Hymns. the next day Harriet "moses" Tubman died the age of 93.



Hint: The use of associations can make homophones easier to remember. The following are some possibilities for the homophone problems in Activity #30.

The **lead head** is **dead**.

Hint: "The Underground Railroad" is the name of a specific organization. Therefore, it is a proper noun and must be capitalized.

Hint: Do not place commas in sentences where pauses are not needed.

People ride on trains in order to travel from one place to another. The person who drives these heavy railroad vehicles is called engineer. Harriet Tubman served as engineer on one of history's most important railways: The underground railroad.

Harriet was born into slavery in Bucktown Maryland. As a young girl, Harriet spent many hot, back-breaking hours working in the fields. At a feelings of kindness and love towards her fellow man began to show. She spent three months in a coma after being hit in the head with an iron rod. She was hit while trying to stop a white man from disciplining a slave.

Hint: A comma is used to separate a city and a state.

In 1849, Harriet escaped to the North where she was considered a free woman. She wasn't satisfied with just her own freedom. Harriet wanted her fellow slaves to have their freedom, also.

Hint: A sentence that does not ask a question should not end with a question mark.

To help slaves escape to the north, Harriet, along with the hands, developed a plan. This plan was known as the Underground Railroad had nothing to do with trains at all. It was simply hiding and transporting slaves from place to place.

This would go on until the slaves had reached the safety of the Northern States. As with any railroad, someone needed to be in charge. This person was known as an engineer. Harriet Tubman was the right type of person to be at the head of the Underground Railroad.

Hint: Watch for typos. They are as easy to miss as they are to make.

Harriet used the Underground Railroad to help slaves make their way to freedom. The slaves took to calling Harriet "Moses" because she led her people out of slavery. She was their Engineer to Freedom.

On March 3, 1913, Harriet announced that she was going to have her own funeral. She spent the day visiting with friends and joining them in prayers and hymns. The next day Harriet "Moses" Tubman died the age of 93.

Hint: The word "North" is a proper noun when it refers to a particular area of the country and therefore, must be capitalized.

Hint: "Funeral" and "hymns" are both common nouns as they are used here and do not need to be capitalized.

Hint: Although "Moses" is not Ms. Tubman's real name, it is a nickname and nicknames are proper nouns and must be capitalized.

# Read It Again, Sam! Book 1--Activity #31

## PROOFREADING TOOLS

Cross out errors or mark with a pointer. Write the appropriate abbreviation or correction.

Capital letter error--Cap	No end punctuation--(?) or (!) or (o)	Spelling error--spell word
Unnecessary capital--No Cap	Wrong end punctuation--(?) or (!) or (o)	Comma missing--(,)
Incorrect word--write word	Word missing-- <b>v</b> word	Unnecessary comma-- <b>X</b>

## OBITUARIES

### Karl E. Kindle

MOUNT CARROLL--Karl E. Kindle, 68, of Mount Carroll died Sunday at Freeport Memorial Hospital.

Arrangements are pending at Frank-Law-Jones Funeral Home in Mount Carroll.

### Samantha Z. Trotter

CHADWICK--Samantha Z. Trotter, 63, of Chadwick died Friday, at her home after an extended illness.

A graduate of Wittenberg High School, she attended nursing school Milwaukee General Hospital.

She was a Retiree of Kabel Printing Company in Mount Morris?

She was a member of her local church and the Bookbinders Union.

Gardening was her pastime.

Born in Wittenberg Wis., she was the daughter of Stanley and Ethel Sinclair.

She married Mark Trotter whom preceded her in death.

There will be no services. Her body was donated to science.

### Russell A. Days

STERLING--Russell A. Days, 69, of Sterling died Saturday at his home.

He was a 36-year employee of Northwestern Steal and Wire company as an electrician.

He was a World War II Navy veteran and was a member of Wesley United Methodist Church in Sterling.

He was born the son of William and Ruth Days.

Surviving are his wife two sons one sister three granddaughters seven step-grandchildren three great-grandsons and 12 step-great-grandchildren.

One sister preceded him in death.

Funeral service will be 10:30 a.m. Tuesday at Melvin-schilling funeral home in Sterling.

Friends may call from 7 to 8 p.m. today at the funeral home.

A memorial fund has been established for the church.

### Amy K. Bunker

SAVANNA--Amy K. Bunker, 78, of Savanna died Friday at St. Anthony's Hospital in Rockford.

She was born in Savanna, a daughter of Robert and Ila Richmond.

Surviving are one daughter and two sisters.

There will be no services. The body is being donated to science.

Adapted from original article in the January 25, 1993 Freeport Journal-Standard.

Hint: The use of associations can make homophones easier to remember. The following are some possibilities for the homophone problems in Activity #31.

The **deal** is to **steal** a **meal**.

**s**  
**mom**  
**n**

**dyled**  
**a**  
**r**  
**n**

Hint: "Retiree" is a common noun as it is used here and does not need to be capitalized.

## OBITUARIES

### Karl E. Kindle

MOUNT CARROLL--Karl E. Kindle, 68, of Mount Carroll died **Cap** Sunday at Freeport memorial **Cap** hospital.

Arrangements are pending at Frank-Law-Jones Funeral Home in Mount Carroll.

### Samantha Z. Trottle

CHADWICK--Samantha Z. Trottle, 63, of Chadwick died Friday, at her home after an extended illness.

A graduate of Wittenberg High School, she attended nursing school **vat** Milwaukee General Hospital.

She was a **No Cap** Retiree of Kabel Printing Company in Mount Morris.

She was a member of her local church and the Bookbinders Union.

Gardening was her pastime.

Born in Wittenberg, Wis., she was the daughter of Stanley and Ethel Sinclair.

She married Mark Trottle whom preceded her in death.

There will be no services. **Cap** her body was donated to science.

### Russell A. Days

STERLING--Russell A. Days, 69, of **Cap** Sterling died Saturday at his home.

He was a 36-year employee of N **Steel** Steal and Wire company as an electrician.

He was a World War II Navy veteran and was a member of Wesley United Methodist Church in Sterling.

He was born the sun of William and Ruth **son** Days.

Surviving are his wife two sons one sister three granddaughters seven step-grandchildren three great-grandsons and 12 step-great-grandchildren.

One sister preceded him in death.

Funeral service will be 10:30 a.m. Tuesday at Melvin-schilling funeral home in Sterling.

Friends may call from 7 to 8 p.m. today at the funeral home.

A memorial fund has been established for the church.

### Amy K. Bunker

SAVANNA--Amy K. Bunker, 78, of Savanna **died** Friday at St. Anthony's Hospital in Rockford.

She was born in Savanna, a daughter of Robert and Ila Richmond.

Surviving are one daughter and two sisters.

There will be no services. The body is being donated to science.

Hint: Days of the week and names of facilities are both proper nouns and must be capitalized.

Hint: All words in a series must be followed by commas except those directly before and after the conjunction.

Hint: A comma must be used to separate a city and a state.

Hint: Names of cities are proper nouns and must be capitalized.

# Read It Again, Sam! Book 1--Activity #32

## PROOFREADING TOOLS

Cross out errors or mark with a pointer. Write the appropriate abbreviation or correction.

Capital letter error--Cap	No end punctuation--(?) or (!) or (o)	Spelling error--spell word
Unnecessary capital--No Cap	Wrong end punctuation--(?) or (!) or (o)	Comma missing--(,)
Incorrect word--write word	Word missing-- <b>v</b> word	Unnecessary comma-- <b>X</b>

Gina-- Please enter the following letters in the computer. Correct all errors.  
Thanks,  
Abby Lane

Dear Abby Lane,

I have quite a few half empty prescription pill bottles the medicine cabinet. My mother says I should throw out. she also says, in the future, I should take the entire prescription even if I feel better. I say I should save the left over pills for the next time I'm sick and I should stop taking pills if I don't feel sick I have agreed to do whatever you say? So, what do you say

pill saver

Dear Abby Lane,

Five months ago, I bought a watch from a man who had been vacationing in Switzerland. He got a great deal on them and bought 10 to sell when he got home. It is a gorgeous watch and it worked great about a week ago when it stopped I took it to a repair shop. I was told there was nothing that could be done that I had been taken and to buy a new watch. The man I bought it from said, "Sorry" what can I do!

Watchless

Hint: The use of associations can make homophones easier to remember. The following are some possibilities for the homophone problems in Activity #32.

t o l l e d  
          b  
          l  
          l

Hint: Due to the "f" in fifteen and fifty, it is easy to feel confusion about the word "five." However, one can solve this problem by remembering that the "v" follows a long "i."

Hint: Names of countries are proper nouns and must be capitalized.

Hint: A series requires the use of commas. A series is any list of things written inside of a sentence. The items in a series can be numbers.

Hint: Watch out for typos. They are as easy to miss as they are to make.

Dear Abby, **Five**  
Five months ago, I bought a watch **from** a man who had been vacationing in **Cap** Switzerland. He got a great deal on **them** and bought 10 to sell when he got home. It is a gorgeous watch and it worked great **until** about a week ago when it stopped. I took it to a repair shop. I was **told** there was nothing that could be done that I had been taken and to buy a **new** watch. The man I bought it from says, "Sorry, what can I do!"

Watchless

Hint: Both "ue" and "ew" can make long "u" sounds. Use a dictionary when unsure.

Hint: A sentence that asks a question must end with a question mark. Sentences that do not ask questions may not end in question marks.

Hint: In this situation, "Pill Saver" is serving as a person's name and is therefore a proper noun and must be capitalized.

Dear Abby, **few** **empty**  
I have quite a **few** half **empty** prescription pill bottles **in** the medicine cabinet. My mother says I should throw **them** **Cap** out. She also says, in the future, I should take the entire prescription even if I feel better. I say I should save the left over pills for the next time I'm sick and I should stop taking pills if I don't feel sick. I have agreed to do whatever you say? **Cap** **Cap** what do you say? **Cap** **Cap** pill saver

Hint: When writing by hand, it is easy to slip an extra hump on an "n." Be careful of this since it does technically create a spelling error.

Hint: There are times when one word can create a sentence. (Sorry.) It is a sentence because, in the context, the word sorry is preceded by an understood "I am." One word sentences must have a period. In this situation, there are actually other words in the sentence preceding the word sorry.



# Read It Again, Sam! Book 1--Activity #33

## PROOFREADING TOOLS

**Cross out errors or mark with a pointer. Write the appropriate abbreviation or correction.**

Capital letter error--Cap	No end punctuation--(?) or (!) or (o)	Spelling error--spell word
Unnecessary capital--No Cap	Wrong end punctuation--(?) or (!) or (o)	Comma missing--(,)
Incorrect word--write word	Word missing-- <b>v</b> word	Unnecessary comma-- <b>X</b>

### What Did Paul Take?

1. If Paul didn't have something made of Steel in the brief case, he didn't have anything.
2. Before Daryl died, his Business was in a mess because he had spent all his time trying to fined out what Paul took.
3. Daryl was getting rich by being dishonest
4. Paul knew that daryl was a very nervous, suspicious Person.
5. Paul didn't have anything in the brief case unless it was made of paper.
6. Daryl and Paul were business pardners for years.
8. Paul was angry with Daryl for tricking him out the business.
9. After Daryl died, Paul took the Business over.
10. Paul did not have moer than one thing in the brief case?
11. Daryl, died because he was upset that he didn't know what paul had taken the last time he had left the office.
12. Paul was very honest worker.
13. Daryl tricked Paul out of his share of teh busyness that they ran together.
14. Daryl couldn't find anything missing from his desk, or form the files.
15. the last time that Paul left the office, he had a brief case with him and he laughed as he past Daryl.
16. Daryl knew Paul well enough to know that his little laugh had a meaning.



Hint: The use of associations can make homophones easier to remember. The following are some possibilities for the homophone problems in Activity #33.

fine--fined      pass--passed

Hint: "Steel," "business" and "person" are all used in general ways in this selection, are not proper nouns and shouldn't be capitalized.

### What Did Paul Take?

#### No Cap

1. If Paul didn't have something made of Steel in the brief case, he didn't have anything.

#### No Cap

2. Before Daryl died, his Business was in a mess because he had spent all his time trying to find out what Paul took.

3. Daryl was getting rich by being dishonest.

#### Cap

#### No Cap

4. Paul knew that Daryl was a very nervous, suspicious Person.

5. Paul didn't have anything in the brief case unless it was made of

#### partners

6. Daryl and Paul were business partners for years.

7

#### v of

8. Paul was angry with Daryl for tricking him out of the business.

8

#### No Cap

9. After Daryl died, Paul took the Business over.

9

#### more

10. Paul did not have more than one thing in the brief case?

10

#### Cap

11. Daryl died because he was upset that he didn't know what Paul had taken the last time he had left the office.

11

#### v a

12. Paul was very honest worker.

12

#### the business

13. Daryl tricked Paul out of his share of the business that they ran

13

#### from

14. Daryl couldn't find anything missing from his desk, or from the files.

14

#### Cap

15. The last time that Paul left the office, he had a brief case with him and he laughed as he passed Daryl.

15

16. Daryl knew Paul well enough to know that his little laugh had a meaning.

Hint: Always keep an eye out for typos. They are as easy to miss as they are to make.

Hint: Some people say the word "partners" with a "d" sound in place of the "t" sound. This can lead to the common misspelling seen in this selection.

Hint: Although most businesses are busy places, when spelling, "busy" is not placed within "business."

# Read It Again, Sam! Book 1--Activity #34

## PROOFREADING TOOLS

**Cross out errors or mark with a pointer. Write the appropriate abbreviation or correction.**

Capital letter error--Cap	No end punctuation--(?) or (!) or (o)	Spelling error--spell word
Unnecessary capital--No Cap	Wrong end punctuation--(?) or (!) or (o)	Comma missing--(,)
Incorrect word--write word	Word missing-- <b>v</b> word	Unnecessary comma-- <b>X</b>

*Joel Fadden  
4581 Scales mound rd.  
Elizabeth IL 61028*

*Dear Joel,*

*congratulations!*

*You the grand prize Winner! You have just won \$750,000.00. Yes, you read that right--your name has been drawn to represent barrington books as our "person with the time to read" for the next year! You will receive a check in the amount of \$750,000.00 within the next week. Please let us know when (during the next two weeks) you can fly out to our headquarters in Portland Oregon and lay out your schedule for the coming year. As you know, the requirements of the contest were that you would make yourself available for a minimum of 160 days and a maximum of 200 days. We are planning to send you to China France and Spain next month which means we do need to start planning now?*

*I, will be looking forward to your call and--again--Congratulations!*

*Sincerely,*

*Donna Black  
customer relations manager*

Hint: The use of associations can make homophones easier to remember. The following are some possibilities for the homophone problems in Activity #34.

The **witch** made me **itch**.

Hint: Streets and roads are proper nouns and all parts of their names need to be capitalized.

Joel Fadden **Cap Cap**  
4581 Scales mound rd.  
Elizabeth IL 61028

Hint: Even sentences with only one word must start with a capital letter.

Hint: "Winner" is not a proper noun and should not be capitalized.

Hint: Watch out for typos. They are as easy to miss as they are to make.

Dear Joel,

Hint: "Barrington Books" is the name of a company. Company names are proper nouns and must be capitalized.

Hint: A comma is used to separate a city and a state.

Hint: Commas are used to separate items in a series.

**Cap**  
congratulations!

**are** You the grand prize Winner! **No Cap** You have just won \$750,000.00. Yes, you read that right--your name has been drawn to **represent Cap** represent barrington books as our "person with the time to read" for the next year! You will receive a check in the amount of \$750,000.00 within the next week. Please let us **know** when (during the next two weeks) you can fly out to our headquarters in Portland Oregon and lay out your schedule for the coming year. As you know, the requirements of the contest were that you would make yourself available for a **minimum** of 160 days and a maximum of 200 days. We are planning to send you to China France and Spain next month **which** means we do need to start planning now? **Cap**

**Cap**  
I will be looking forward to your call and--again--Congratulations!

Sincerely,

Hint: Names of countries are proper nouns and must be capitalized.

Hint: A sentence that does not ask a question should not end with a question mark.

Hint: Commas should not be used in places in sentences where there is no reason to pause.

Donna Black  
customer relations manager  
**Cap Cap Cap**

Hint: "Customer Relations Manager" is a job title. Job titles are proper nouns and should be capitalized.

Hint: Sometimes, "relaxed" word usage is used--especially in letters and notes. The last sentence is an example of such usage. The clues that it is to be a separate sentence are the presence of the dashes and the fact that it doesn't make much sense if joined to the previous sentence. It would be logical to choose the word "Congratulations" as a capitalization error in this last sentence. However, it is another example of "relaxed" word usage and is acceptable because it is being capitalized for emphasis.

# Read It Again, Sam! Book 1--Activity #35

## PROOFREADING TOOLS

Cross out errors or mark with a pointer. Write the appropriate abbreviation or correction.

Capital letter error--Cap	No end punctuation--(?) or (!) or (o)	Spelling error--spell word
Unnecessary capital--No Cap	Wrong end punctuation--(?) or (!) or (o)	Comma missing--(,)
Incorrect word--write word	Word missing-- <b>v</b> word	Unnecessary comma-- <b>X</b>

## Coverall Overstock Costs \$2.8M

WASHINGTON--Hear's a little example of how vast--and costly--you're federal government is: The Defense Department could save taxpayers \$2.8 million simply buy knot overstocking won type of protective coverall.

Defense officials have ordered 20,000 of the garments, called toxicological agent protection coveralls--at leased 7,000 moor than it kneads, say auditors with the Defense Departments' inspector general.

Because the coveralls only have a three-year shelf life, "At least part of the excessive quantities on contract probably will end up inn disposal," the auditors said.

Defense officials agreed inn June that they were ordering far moor coveralls than they will ewes. But they refused two cut back the order, saying it "would knot bee prudent because of costs associated with termination" of the contract, auditors reported inn mid-October.

The auditors, however, said the Defense officials were unable too give them any cost data two substantiate that claim. The auditors asked that such data bee given immediately and also recommended that "the appropriate quantities" of unnecessary overalls bee canceled.

Adapted from original article in the November 12, 1992 Rockford Register Star.

Hint: The use of associations can make homophones easier to remember. The following are some possibilities for the homophone problems in Activity #35 that have not been addressed in Activities 1-34. The remaining homophones on this page have been previously addressed.

you're--you are

lease--leased.

ewes--sheep

## Coverall Overstock Costs \$2.8M

WASHINGTON--<sup>Here's</sup> Hear's a little example of how vast--and costly--<sup>your</sup> you're federal government is: The Defense Department could save tax-payers \$2.8 million simply <sup>by not</sup> buy <sup>one</sup> knot overstocking <sup>in</sup> won type of protective coverall.

Defense officials have ordered 20,000 of the garments, called toxico-logical agent protection coveralls--<sup>least</sup> at leased 7,000 <sup>more</sup> moor than it <sup>needs</sup> kneads. say auditors with the Defense Departments' inspector general.

Because the coveralls only have a three-year shelf life, "At least part of the excessive quantities on contract probably will end up <sup>in</sup> inn dis-posal," the auditors said.

Defense officials agreed <sup>in</sup> inn June that they were ordering far <sup>more</sup> moor coveralls than they will <sup>use</sup> ewes. But they refused <sup>to</sup> two cut back the order, saying it "would <sup>not be</sup> knot bee prudent because of costs associated with ter-<sup>in</sup> mination" of the contract, auditors reported <sup>in</sup> inn mid-October.

The auditors, however, <sup>to</sup> said the Defense officials were unable <sup>to</sup> too give them any cost data <sup>to</sup> two substantiate that claim. The auditors asked that such data <sup>be</sup> bee given immediately and also recommended that "the appropriate quantities" of unnecessary overalls <sup>be</sup> bee canceled.

Hint: All the errors in this activity are words that have homophone matches. An incorrect homophone has been chosen in each situation.

# Read It Again, Sam! Book 1--Activity #36

## PROOFREADING TOOLS

**Cross out errors or mark with a pointer. Write the appropriate abbreviation or correction.**

Capital letter error--Cap	No end punctuation--(?) or (!) or (o)	Spelling error--spell word
Unnecessary capital--No Cap	Wrong end punctuation--(?) or (!) or (o)	Comma missing--(,)
Incorrect word--write word	Word missing-- <b>v word</b>	Unnecessary comma-- <b>X</b>

Would you believe loud music can harm a person's physical, and emotional health. Would you believe some people think loud can affect a person's heart! It's true? listening to loud music for a long time can stress which affects Heart and Blood circulation

Some people say the louder you play your music, the better it sounds. actually loud music sometimes hertz ears. The loud sounds can the inner ear causeing hearing loss and posible deafness

When, you play music you like, do you think that others are probably enjoying it. The reality is that some people find music annoying. Loud music can disturb sleep cause tiredness and promote irritability.



Hint: The use of associations can make homophones easier to remember. The following are some possibilities for the homophone problems in Activity #36.

**Burt** is **hurt**.

Hint: "Ou" and "ow" often make the same sound. When in doubt, use a dictionary.

Hint: Commas should not be used in places in sentences where there is no reason to pause.

Would you believe <sup>loud</sup> loud music can harm a person's physical <sup>x</sup> and emotional health? <sup>?</sup> Would you believe some people think <sup>v</sup> loud music can affect a person's heart? <sup>?</sup> <sup>!</sup> <sup>Cap</sup> It's true? listening to loud music for a long time can <sup>v</sup> stress which affects <sup>No Cap</sup> Heart and <sup>No Cap</sup> Blood circulation <sup>o</sup>.

Some people say the louder you play your music, the better <sup>Cap</sup> it sounds. <sup>Cap</sup> actually loud music sometimes <sup>hurts</sup> hertz ears. The loud sounds can <sup>v</sup> damage the inner ear <sup>causing</sup> hearing loss and <sup>possible</sup> possible deafness <sup>o</sup>.

When <sup>x</sup> you play music you like, do you think that others are probably enjoying it? <sup>?</sup> The reality is that some people find music annoying. Loud music can disturb sleep <sup>,</sup> cause tiredness and promote irritability.

Hint: The short "o" in "possible" is a clue that a double consonant might follow. Check the dictionary when uncertain.

Hint: Sentences that ask questions must end with a question mark. Sentences that do not ask a question should not end with a question mark.

Hint: "It's true!" could end with a period as well as an exclamation point. However, an exclamation point gives it more feeling.

Hint: Although "heart" and "blood" are important issues, they are both used here as common nouns and should not be capitalized.

Hint: As a rule, remember to drop the "final e" when adding "ing" to a word ending in a silent "e." (Like "cause.")

# Read It Again, Sam! Book 1--Activity #37

## PROOFREADING TOOLS

Cross out errors or mark with a pointer. Write the appropriate abbreviation or correction.

Capital letter error--Cap	No end punctuation--(?) or (!) or (o)	Spelling error--spell word
Unnecessary capital--No Cap	Wrong end punctuation--(?) or (!) or (o)	Comma missing--(,)
Incorrect word--write word	Word missing-- <b>v</b> word	Unnecessary comma-- <b>X</b>

## Both Southern Campuses May Get Face-lifts

CARBONDALE--Southern Illinois University's two campuses could undergo dramatic face lifts in the near future, starting with a \$16 million project at Edwardsville that will the school its first student dormitory?

In a meeting at the Carbondale Illinois campus, the school's bored of trustees Thursday approved \$15.8 million for Siu-Edwardsville building projects, including a 500-bed residence hall and renovation of an apartment complex that currently houses 1,500 students. the projects will be funded through the sail of bonds, which will be repaid by increased apartment rents and dormtory room and board fees.

Plans call for the housing to be ready by fall 1994, but the dormitory proposal still needs the approval of the State Board of Higher Education.

SIU-Carbondale, with a student boy of more than 24,000, has 4,533 students living in residence halls! SIU-Edwardsville, with an enrollment of about 12,000 students, has a reputation as a commuter campus.

"Right now, all we have are Apartments, and that's not conducive to undergraduates who are trying to adjust to college," said Corey Bradford, an SIU-Edwardsville senior who on the board. "A residence hall should help them focus more on academics offer more security and require less time to be spent trying to cope with everday living."

The University president renewed a proposal to build a 160-room Hotel, and a 1,200-space parking garage on the carbondale campus. The President said the proposal for a privately-funded hotel, first suggested in the late 1960s, was in an embryonic stage and that its future would depend on what kind of business reaction he got.

"we can't remain stationery," the President said. "We've got many things we need to do to meet student needs on both campuses"

Hint: The use of associations can make homophones easier to remember. The following are some possibilities for the homophone problems in Activity #37.

bore--bored	w s a i l n d	stationary	p l c e	w r i t t e r y
-------------	------------------------	------------	------------------	--------------------------------------

## Both Southern Campuses May Get Face-lifts

CARBONDALE--Southern Illinois University campuses could undergo dramatic face lifts in the near future. A \$15.8 million project at Edwardsville that will give the school its first student dormitory?

Hint: Sentences that do not ask questions should not end with a question mark.

Hint: A comma is used to separate a city and a state.

at the Carbondale Illinois campus, the school's board of trustees allocated \$15.8 million for Siu-Edwardsville building projects, including a hall and renovation of an apartment complex that currently houses 1,500 students. The projects will be funded through the sale of bonds, which increased apartment rents and dormitory room and board fees.

Hint: The use of exclamation points is subjective. However, there is nothing surprising or exciting about the number of students in residence halls at SIU.

the housing to be ready by fall 1994, but the removal of the State Board of Higher Education, with a student boy of more than 24, halls at SIU-Edwardsville, with an enrollment of 10,000 students, is being converted as a commuter campus. All we have are Apartments, trying to adjust to college,"

Hint: Many people slide over the middle syllable in "dormitory." This makes it easy to misspell.

Hint: Commas are used to separate items in a series.

productive to under-stand, an SIU-Edwardsville senior, who sits on the board. "A residence hall should help them focus more on academics offer more time to be spent trying to cope with everyday living."

Hint: Watch for typos. They are as easy to miss as they are to make.

The University president renewed a proposal to build a 160-room Hotel and a 1,200-space parking garage on the carbondale campus. The President said the proposal for a privately-funded hotel, first suggested in the late 1960s, was in an embryonic stage and that its future would depend on what kind of business reaction he got.

"We can't remain stationary," the President said. "We've got many things we need to do to meet student needs on both campuses"

Hint: "SIU" is an abbreviation for a proper noun. Therefore, "SIU" is a proper noun and all three letters must be capitalized.

Hint: "Apartments" and "hotel" are both used as generic nouns in this situation and do not need to be capitalized.

Hint: "University President" is used to refer to a specific person. Therefore, it is a proper noun and should be capitalized.

Hint: Names of universities are proper nouns and should be capitalized.

# Read It Again, Sam! Book 1--Activity #38

## PROOFREADING TOOLS

Cross out errors or mark with a pointer. Write the appropriate abbreviation or correction.

Capital letter error--Cap

Unnecessary capital--No Cap

Incorrect word--write word

No end punctuation--(?) or (!) or (o)

Wrong end punctuation--(?) or (!) or (o)

Word missing--**v** word

Spelling error--spell word

Comma missing--(,)

Unnecessary comma--**X**

## The Crow Biddy

*Original Story by Dr. Heinrich Hoffman*

There Once was a man and his wife. One fine morning they found the egg of an unborn chick. "Well," said the wife, "wait til it is hatched and some beautiful bird will certainly come from it!"

And when, the egg was hatched, what did they have?—a great Chicken who was quick to misbehave. But the man and his wife said, "Oh what a lively refreshing bird?"

And the Chicken began to crow and make an unbearable noise in the forenoon. But the man, unaware of any problem, said—"How sweetly our dear Bird sings!"

And when the Crow-Biddy snatched at everything the dinner table making the hole meal distasteful, the good wife said, "What an appetite the dear thing has!"

And when he tore up his schoolbooks, and threw them away, they said, "Oh! Our Pet knows everything?"

and when he broke all the plates and dishes, they said, "The dear thing has such an unbroken spirit!"

After a time, the cock beet the man, but he only said, "How strung and stout and uncommon he is growing!"

One day the cock went into the street. He threw stones at the lamps and windows. Husband and wife both said, "Don't misjuje him, there is nobody like in the whole town."

But then came a soldier, and caught the cock, and locked him up in a dark prison. This time the husband and wife did not misunderstand they did not try to justify they said nothing.

Hint: The use of associations can make homophones easier to remember. The following are some possibilities for the homophone problems in Activity #38.

**mourn--mourning**

**hollow hole**

vr  
beet  
rd  
y

# The Crow Biddy

Original Story by Dr. Heinrich Hoffman

Hint: Although "chicken," "bird" and "pet" are all used to refer to the Crow Biddy, they are not his name, are not proper nouns and should not be capitalized.

**No Cap**

**morning**

There Once was a man and his wife. One fine mourning they

Hint: There is no reason to capitalize "once" in this situation.

wife, "wait til it is hatched and so

will certainly come from it.

And when the

**X**

Hint: Do not use a comma where no pause is needed.

**Cap No Cap**  
ve?—a great Chicken who was **lively**

quick to misbehave.

bird?"

⊙

**No Cap**

Hint: Since "ly" is a suffix that starts with a consonant, it is a good guess that the "e" on "live" will not be dropped.

**vat**

And the Chicken began to c

in the forenoon.

But the man, unaware of any p

**No Cap**  
ear Bird sings!"

**whole**

And when the Crow-Biddy snatched at everything the dinner table making the hole meal distasteful, the good

Hint: A sentence that does not ask a question should not end with a question mark. An exclamation point is a good choice here because emotion is shown.

thing has?"

And when he tore up his s

**No Cap**

Pet knows everything?"

!

y said, "Oh! Our

**Cap**

and when he broke all the

thing has such an

unbroken spirit!"

**beat**

**strong**

After a time, the cock beet the man, but he only said, "How strung uncommon he is growing!"

Hint: Watch for typos. They are as easy to miss as they are to make.

One day the cock went into the street. He threw stones at the lamps and win-  
**misjudge**  
dows. Husband and wife both said, "Don't misjuje him, there is nobody like in the **v him**  
whole town."

But then came a soldier, and caught the cock, and locked him up in a dark prison.  
This time the husband and wife did not misunderstand they did not try to justify they  
said nothing.

Hint: When spelling "misjudge," remember that the "j" sound can be made with "dge" as well as with a "j." Consider both and when you are uncertain, use the dictionary.

Hint: Items in a series must be separated by commas. When there is no conjunction, all items in the series except for the last one must be followed by a comma.

# Read It Again, Sam! Book 1--Activity #39

## PROOFREADING TOOLS

Cross out errors or mark with a pointer. Write the appropriate abbreviation or correction.

Capital letter error--Cap	No end punctuation--(?) or (!) or (o)	Spelling error--spell word
Unnecessary capital--No Cap	Wrong end punctuation--(?) or (!) or (o)	Comma missing--(,)
Incorrect word--write word	Word missing-- <b>v</b> word	Unnecessary comma-- <b>X</b>

Bruce Bachini  
Eversoll, Inc.  
344 N. Kennedy Drive  
Bloomington, IL 61761

Dear Mr. Bacheni,

Thank you for allowing me a chance to show you the wide variety forms available from ellis formhouse. You have a fine company with much potential. i think Ellis can help you keep costs at a minimum while you are growing—and on into the fewture!

As I esplained to you, we guarantee a two Week turnaround on awl orders. for a 15% fee, We will guarantee a one week turnaround. We stand behind our guarantee. If we do not met the time line, you no only do not have to pay for the order. Furthermore, The next time you order that identical product, it will also be free. I think you will agrue that this is pruf of our sincerity?

The following quotes are for the forms you indicated you use most offen.

50,000 two part 4.5 x 6.5  
100,000 five part 8.5 x 11  
75,000 four part 11 X 14

Thank you for taking the time to see me. I will call you sometime next week to see if you would like to place an order.

Sincerely,

*Bonnie Henderson*

Bonnie Henderson



Hint: The use of associations can make homophones easier to remember. The following are some possibilities for the homophone problems in Activity #39.

deAr  
n  
n

a l l  
o o  
t & t  
s s

Bruce Bachini  
Eversoll, Inc.  
344 N. Kennedy Driv  
Bloomington, IL 617

Hint: Even though "Bachini" is not a word you are familiar with, it is obvious that it cannot be spelled two different ways in the same letter.

Hint: Since a "c" followed by an "e" is soft, it is a good guess that "chance" will have a "c" at the end. When unsure, use a dictionary.

Dear **Bachini**  
Deer Mr. Bacheni,

Hint: Watch out for typos. They are as easy to miss as they are to make.

Thank you for allowing me a **chance** to show you the wide variety **of** forms available from Ellis Formhouse. You have a fine company with much potential. I think Ellis **Cap** can help you keep costs at a minimum while you are growing—and on into the **future**!

As I **explained** to you, we guarantee a two **No Cap** Week turnaround on **all** **Cap** orders. for a 15% fee, We will guarantee a one week turnaround. We stand behind our guarantee. If we do not **meet** the time line, you **not** only do not have to pay for the order. Furthermore, the next time you order that identical product, it will also be free. I think you will agree that this is **proof** of our sincerity? (●)

The following quotes are for the forms you indicated you use most **often**.

Hint: "Ellis Formhouse" is the name of a company. Names of companies are proper nouns and must be capitalized.

part 4.5 x 6.5  
part 8.5 x 11  
part 11 X 14

Hint: "Oo," "u" and "ew" all make a long "u" sound. When unsure, use a dictionary.

Thank you for taking the time to see me. I will call you sometime next week to see if you would like to place an order.

Sincerely,

Hint: "Week," as it is used here, is a common noun and need not be capitalized.

*Bonnie Henderson*

Hint: Be careful not to confuse a comma with a period. Commas should not, as a rule, be followed by capital letters.

Hint: There is a silent "t" in "often." Words with silent letters are tricky. These words and/or word patterns must be memorized since they do not follow typical patterns. When in doubt, consult a dictionary.

Hint: Sentences that do not ask questions should not end in question marks.

# Read It Again, Sam! Book 1--Activity #40

## PROOFREADING TOOLS

Cross out errors or mark with a pointer. Write the appropriate abbreviation or correction.

Capital letter error--Cap

Unnecessary capital--No Cap

Incorrect word--write word

No end punctuation--(?) or (!) or (o)

Wrong end punctuation--(?) or (!) or (o)

Word missing-- **v** word

Spelling error--spell word

Comma missing--(,)

Unnecessary comma-- **X**

Burt,

You're a great man now, adn maybe you've forgotten me? I've never forgotten you. every morning and every Night I've prayed for you. Bryce has bene good to me, better than I deserved. But, Burt, all my life has been since I left you is just a hope that eternity will bring together again. I used to beleive it would, but I'm getting afraid, now that it's coming near. won't you come to me for just one hour before I go? You told me once that hell wouldn't keep you if I called for you. That was why I didn't call when I needed You before, when our buoy was born I couldn't let you know about him. You'd never have let me go if you'd known. but it doesn't matter now, does it And oh, burt, I need you sew! If you'll only my hand again, I won't fear the cross-ing. And perhaps when you come to die, you'll find the going easier if You have the memory of this hour you'll give me. Won't you, come!

Dell

Hint: The use of associations can make homophones easier to remember. The following are some possibilities for the homophone problems in Activity #40.

buoy  
p

s  
needle  
w

Hint: Watch for typos. They are as easy to miss as they are to make.

Hint: "Night" and "you," as they are used here, are common nouns and need not be capitalized.

Hint: "Believe" is one of those words that makes one believe in the "i" before "e" rule.

Hint: A sentence that does not ask a question should not end in a question mark.

You're a great man now, **and** adn maybe you've forgotten me? I've never forgotten you. **Cap** every morning and every **No Cap** Night I've prayed for you. Bryce has **been** bene good to me, better than I deserved. But, Burt, all my life has been since I left you is just a hope that eternity will bring together again. I used to **us** beleive **believe** it would, but I'm getting afraid, now that it's coming near. **Cap** won't you come to me for just one hour before I go? You told me once that hell wouldn't keep you if I called for you. That was **No Cap** why I didn't call when I needed You before, when our **boy** buoy was born I couldn't let you know about him. You'd never have let me go if you'd **Cap** know. **?** but it doesn't matter now, does it? **Cap** And oh, burt, I need you **so** If you'll only **v**hold my hand again, I won't fear the cross-**easier** ing. And perhaps when you come to die, you'll find the going **easier** if **No Cap** You have the memory of this hour you'll give me. Won't you, **x** come! **?**

Dell

Hint: Remember that the "change the 'y' to 'i' rule" is quite constant.

Hint: Avoid the use of commas where no pause is needed.

Hint: The unnecessary capital letter on "you" is rather tricky because it falls at the start of a line and, therefore, makes it less obvious that it is not the start of a new sentence.

Hint: Sentences that ask questions must end with question marks.

# Read It Again, Sam! Book 1--Activity #41

## PROOFREADING TOOLS

Cross out errors or mark with a pointer. Write the appropriate abbreviation or correction.

Capital letter error--Cap	No end punctuation--(?) or (!) or (o)	Spelling error--spell word
Unnecessary capital--No Cap	Wrong end punctuation--(?) or (!) or (o)	Comma missing--(,)
Incorrect word--write word	Word missing-- <b>v</b> word	Unnecessary comma-- <b>X</b>

Volleyball is a good Sport for mails and females to play together. Bigger muscles on the guys do not always make them better players. even though it helps to be tall, you be short and still be good. There is no body contact between teams, so the big do not squish the little? Therefore, the smaller players do not have to be afraid of the bigger ones. Although it helps to be fast on your feat, runing speed is really not important? The shorter players do not have to worry throwing the ball over the heads and arms of the taller players. This is true because event he shortest player can bounce aball over the tallest player. Indeed, whether in Cleveland Ohio or Helena Montana or hear in our school, Volleyball is a sport that Karen, George, pia and juan can fairly play togethor.

Hint: The use of associations can make homophones easier to remember. The following are some possibilities for the homophone problems in Activity #41.

ma**E**  
v  
a  
n

hear--**ear**

feet-- a "pair" of "e's" to go into a pair of shoes!

Hint: "Sport" and "volleyball" as they are used here, are common nouns and need not be capitalized.

Hint: Question marks may not be used with sentences that do not ask a question.

Hint: When a suffix that begins with a vowel is added to a word that ends with a short vowel and a consonant, the consonant is usually doubled before the suffix is added.

**No Cap**      **males**  
Volleyball is a good Sport for mails and females to play together. Bigger muscles on the guys do not always make

Hint: A c o m m a must be placed between a city and a state.

them better players. **Cap** even though it helps to be tall, you be

short and still be good. **There** There is no body contact between

teams, so the big do not squish the little? Therefore, the

Hint: People's names must be capitalized.

smaller players do not have to be afraid of the bigger ones.

Hint: Commas are used to separate items in a series.

Although it helps to be fast on your feet, **feet** **running** speed is

Hint: Watch for typos. They are as easy to miss as they are to make.

really not important? The shortest players do not have to

Hint: When a vowel precedes an "r" like in "together," an "r" controlled sound is created. It is very difficult to differentiate between the spellings of different "r" controlled vowels. When in doubt, consult a dictionary.

worry **v**about throwing the ball over the heads of the

taller players. This is true because **even the** shortest player

can bounce **a ball** over the tallest player. Indeed, whether

Cleveland Ohio or Helena Montana or **here** in our school,

**No Cap** Volleyball is a sport that Karen, George, pia and **Cap** **Cap** Juan can

fairly play **together** together.

# Read It Again, Sam! Book 1--Activity #42

## PROOFREADING TOOLS

Cross out errors or mark with a pointer. Write the appropriate abbreviation or correction.

Capital letter error--Cap

Unnecessary capital--No Cap

Incorrect word--write word

No end punctuation--(?) or (!) or (o)

Wrong end punctuation--(?) or (!) or (o)

Word missing-- $\surd$  word

Spelling error--spell word

Comma missing--(,)

Unnecessary comma--X

**Teenagers who die in accidents leave people behind who suffer a lot? Scott crossed into oncoming lane and died. Clement Simon and Emma were riding with him. They lived to remember every terrible second of it. Another boy, Bill, was only 16 when he crashed through a fence near Canton Missouri and died. He was an only son and his mother never learned to deal with it. Even, though, these two accidents happened different times and in different places, they both left behind people who will never be able to make cents of it all**



Hint: The use of associations can make homophones easier to remember. The following are some possibilities for the homophone problems in Activity #42.

l  
lain  
e

cents  
o  
i  
n  
s

sent--send

Hint: The "a" sound in "accident" is unusual but the fact that the second "c" is followed by an "i" indicates that it will be short and therefore, the first "c" will need a separate sound.

Hint: "Suffer" and "son" as they are used here, are common nouns and need not be capitalized.

Hint: A sentence that does not ask a question should not end in a question mark.

Hint: Remember that "died" is "die" plus "ed" with the silent "e" dropped.

accidents

Teenagers who die in accidents leave people

No Cap

o

behind who Suffer a lot? Scott crossed into on-

v the

lane

died

,

Cap

coming lain and dide. Clement Simon and emma

were riding with him They

Hint: Names in a series must be divided by commas.

ev-

Hint: Watch out for typos. They are as easy to miss as they are to make.

Cap

Cap

nd of it. another boy, bill, was

only 16 when he cr

Hint: All human names are proper nouns and must be capitalized.

fence

a fense near

,

Cap

No Cap

Canton Missouri and died. he was an only Son

and his mother never learned to deal with it.

Even though these two accidents happened dif-

v at

Hint: Knowing that a "c" followed by an "e" is soft is a reason to consider that "fence" might have an "e" in it. Use a dictionary when unsure.

laces, they both

left behind people who will never be able to make

sense

cents of it all o

Hint: A comma must be placed between a city and a state.

Hint: Commas should not be used where no pauses are needed.

# Read It Again, Sam! Book 1--Activity #43

## PROOFREADING TOOLS

Cross out errors or mark with a pointer. Write the appropriate abbreviation or correction.

Capital letter error--Cap

Unnecessary capital--No Cap

Incorrect word--write word

No end punctuation--(?) or (!) or (o)

Wrong end punctuation--(?) or (!) or (o)

Word missing--**v** word

Spelling error--spell word

Comma missing--(,)

Unnecessary comma--**X**

Dale--

*How do tacos, and salad sound for  
dinner They will be quick so I think  
would have time to eat befoer we go to the  
meeting tonight*

*Do you know if Ant Jameen is to the  
meeting? if she is, we should offer to pick  
her up. Maybe we cuold even Stop for a  
treat afterwards--I herd the meeting will  
not last more than an hour. would you  
Please take care of calling aunt Jameen.*

*See you at 5:15? Help me remember  
to take hte folder the bouquet of flours and  
the letter I got from the school in Stockton  
California.*

Arla

Hint: The use of associations can make homophones easier to remember. The following are some possibilities for the homophone problems in Activity #43.

aUnt  
l  
s  
a

t  
heard  
l  
k

flowers  
i  
l  
d

Hint: No comma is needed between two items connected by the word "and."

Hint: Keep an eye out for typos. They are as easy to miss as they are to make.

Hint: "Stop" and "please" as they are used here, are common nouns and need not be capitalized. The fact that "please" is at the beginning of a line makes it confusing and easy to miss.

Dale--

Hint: When "aunt" is used with a name, it is considered to be part of the name and is, therefore, a proper noun and must be capitalized.

How do tacos ~~x~~ and salad sound for  
dinner? They will be quick so I think <sup>v</sup>we  
would have time to eat befoer we go to the  
meeting tonight.

Do you know if Ant Jameen is to the  
meeting? if she is, we should offer to pick

Hint: Sentences that do not ask questions should not end with a question mark.

her up. Maybe we ~~could~~ even Stop for a  
treat afterwards--I herd the meeting will  
not last more than an hour. would you  
Please take care of calling aunt Jameen.

See you at 5:15? Help me remember  
to take hte folder the bouquet of flours and  
the letter I got from the school in Stockton  
California.

Hint: All items in a series except those before and after the conjunction must be followed by a comma.

Arla

Hint: A comma must be placed between a city and a state.

# Read It Again, Sam! Book 1--Activity #44

## PROOFREADING TOOLS

**Cross out errors or mark with a pointer. Write the appropriate abbreviation or correction.**

Capital letter error--Cap

Unnecessary capital--No Cap

Incorrect word--write word

No end punctuation--(?) or (!) or (o)

Wrong end punctuation--(?) or (!) or (o)

Word missing--**v word**

Spelling error--spell word

Comma missing--(,)

Unnecessary comma--**X**

## Tennessee Set to Buy Out Rest of Benson's Contract

KNOXVILLE Tenn--The university of Tennessee will buy out the remainder of football coach Johnny Benson's contract and end longest consecutive coaching streak in school history at 16 years, according to published reports.

The Knoxville News-Sentinel and The (Nashville) tennessean both reported today the Benson era will conclude at the end of the season.

The Tennessean said university officials have Agreed to pay Benson \$600,000 for the remaining two years of his contract, which makes the university liable for only his base salary of \$96,000 a year?

both papers said Benson has agreed to the deal Neither Benson, university president, Joe Swanson, nor athletic director Doug Dickey would confirm that in statements Thursday?

It is widely speculated that the job will offered to offensive coordinator Phillip Fulsom, 42, who guided the team to a 3-0 record to begin the season while Benson was recuperating from heart surgery

Benson will coach the vols the remaining three games of the season, the reports said.

An official announcement is expected either today in Knoxville or Saturday in Memphis, where the Vols play Memphis State. one source told the Tennessean that the Vols' three strait losses are not the primary reasons for the move.

"We stayed with coach Benson when the team went 0-6 in 1988 we stayed with him through two heart attacks and we've stayed with him through some other difficult times," the paper quoted the source as saying. "People who believe this is a rash decision baste on a few losses or the program's inability to beat Alabama are mistaken.

"This is a compilation of things over the coarse of several years."

University officials adamantly refused to comment Thursday on the swirl of stories about Benson's status.

Adapted from original article in the November 13, 1992 Freeport Journal-Standard.

Hint: The use of associations can make homophones easier to remember. The following are some possibilities for the homophone problems in Activity #44.

straight  
o  
(go straight)

b  
a  
s  
stitch  
e

s  
coarse--sandpaper  
n  
d

Hint: A comma is used to separate a city and a state.

Hint: When "University" is used as part of the name of an educational institution, it is a proper noun and must be capitalized.

Hint: Names of newspapers are proper nouns and must be capitalized.

Hint: "Agreed" as it is used here, is a common noun and does not need to be capitalized.

## Tennessee Set to Buy Out Rest of Benson's Contract

Hint: Sentences that do not ask questions should not end with a question mark.

9  
KNOXVILLE Tenn--The university of Tennessee will buy out the re

Hint: There is no need to drop the "e" in "wide" before adding the "ly" because "ly" is not a suffix starting with a vowel.

Cap  
vthe  
tract and end longest consecutive coaching streak in school history  
ublished reports.

Hint: Whether or not "Vols" is a familiar term, it is obvious that it is the name of a specific ball club and is, therefore, a proper noun that needs to be capitalized.

Cap  
Sentinel and The (Nashville) tennesse  
the end of the season.

No Cap  
The Tennessean said university officials have Agreed to p  
remaining two years of his contract, which makes the university  
of \$96,000 a year?

Cap  
both papers said Benson has agreed to the deal Neither B  
Joe Swanson, nor athletic director Doug Dickey would confirm that in statements Thursday?

widely  
vbe  
It is widely speculated that the job will offered  
42, who guided the team to a 3-0 record to begin the s  
from heart surgery

Hint: "Coach" is used as part of Mr. Benson's name and is, therefore, a proper noun that must be capitalized.

Cap  
Benson will coach the vols the remaining three

Hint: Items in a series are separated with commas.

Cap  
An official announcement is expected either to  
phis, where the Vols play Memphis State. one source told the Tennessean that the Vols' three  
straight losses are not the primary reasons for the move.

Cap  
"We stayed with coach Benson when the team went 0-6 in 1988 we stayed with him  
stayed with him through some other difficult times," the  
people who believe this is a rash decision based on a few  
at Alabama are mistaken.

Hint: Because different "r" controlled vowels often sound alike, it is difficult to know how to spell them. When unsure, consult a dictionary. Also, remember the clue: I might sever Al if he has severAl girl friends.

course several  
over the coarse of several years."  
refused to comment Thursday on the swirl of stories

# Read It Again, Sam! Book 1--Activity #45

## PROOFREADING TOOLS

**Cross out errors or mark with a pointer. Write the appropriate abbreviation or correction.**

Capital letter error--Cap	No end punctuation--(?) or (!) or (o)	Spelling error--spell word
Unnecessary capital--No Cap	Wrong end punctuation--(?) or (!) or (o)	Comma missing--(,)
Incorrect word--write word	Word missing-- <b>v</b> word	Unnecessary comma-- <b>X</b>

## The Sea of Blueprints

Todd's job had become as boring as a cardboard box. He was broke most of the time and he didn't think it was fair that he should be stuck in this job. He was sitting at his work station feeling sorry for himself when Kyle walked by. Todd thought about Kyle's gravy job and he was sure he would be a lot happier if he could have the luxury of a job like. He knew Kyle made a lot more money than he did. He knew he would have to learn more about budgets, job assignments, and injury prevention methods. Then he thought he could do Kyle's job just as well as Kyle did. Maybe even better.

Todd just couldn't get his mind off of Kyle's job. So, he started spreading it around the department that he had a lot of spare time and that he could be a lot of help to Kyle if Kyle ever got behind a little. He said that he knew the different parts of Kyle's job and that he could handle all of them very well? Kyle said as he listened to stories about how Todd might help him. Kyle was as pleased as a snowman in hot weather.

A day or two later, Kyle, pretending that he didn't understand a blueprint he was working with, came to Todd's work station for help. Todd thrilled. This was the chance he had been looking for. He asked Kyle to let him look at the blueprint a little closer. He studied the whole blueprint from top to bottom. He did his best to get oriented so that he could figure out what he was looking at.

Just as he was ready to give his opinion, Kyle took hold of the blueprint and turned it around. Todd had been looking at it upside down and didn't even know it? He felt as clever as a rock when the people at the neighboring work stations started laughing. He turned to his work station as though it were as demanding and exciting as deep sea diving. In his misery, he welcomed the calm, dark numbness of the sea.



Hint: The use of associations can make homophones easier to remember. The following are some possibilities for the homophone problems in Activity #45.

m  
o  
n  
**fare**  
y

**mine--mined**

The **ghost** sighed.

Hint: All names of people are proper nouns and must be capitalized.

Hint: When a suffix that starts with a vowel is added to a word that ends with a "y," the "y" is changed to "i" before the suffix is added.

Hint: "More" and "best" as they are used here, are common nouns and need not be capitalized.

Hint: Items in a series are separated by commas.

Hint: Sentences that do not ask questions should not end with a question mark.

## The Sea of Blueprints

Todd's job had become as boring as a cardboard box. He was broke most of the time and he didn't think it was fair that he should be stuck in this job. He was sitting at his work station feeling sorry for himself when Kyle walked by. Todd thought about Kyle's gravy job and he was sure he would be a lot happier if he could have the luxury of a job like that. He knew Kyle made a lot more money than he did. He knew he

Hint: Exclamation points are subjective. However, "Todd was thrilled!" shows emotion and an exclamation point is a good choice.

earn More about budgets job assignments and injury prevention methods. He thought he could do Kyle's job just as well as Kyle did. Maybe even couldn't get his mind off of Kyle's job. So, he started spreading it around the department that he knew the different parts of well? Kyle side as he listened to how Todd mind

Hint: Compound words are two words that are joined together to create a larger word. When this is done (as in the word "blueprint"), the spelling of the two words remains intact.

A day or two later, Kyle came to Todd's work station. Todd was thrilled. This was the chance he had been looking for. He asked Kyle to let him look at the blueprint a little closer. He studied the whole blueprint from top to bottom. He did his best to get oriented so that he

Just as he was turning it around, he felt as clever as a rock when the people at the neighboring work stations started laughing. He turned to his work station as though it were as demanding and exciting as deep sea diving. In his misery,

Hint: A plural is usually formed by adding an "s." "Stations" is like most words. An "es" is usually added when a word ends in "s," "ch," "sh," "x" or "z."

Hint: Commas should not be used in sentences where there is no need to pause.

# Read It Again, Sam! Book 1--Activity #46

## PROOFREADING TOOLS

Cross out errors or mark with a pointer. Write the appropriate abbreviation or correction.

Capital letter error--Cap	No end punctuation--(?) or (!) or (o)	Spelling error--spell word
Unnecessary capital--No Cap	Wrong end punctuation--(?) or (!) or (o)	Comma missing--(,)
Incorrect word--write word	Word missing-- <b>v</b> word	Unnecessary comma-- <b>X</b>

Jordan- Please answer the following in writing. - mr. t.

- #1- You are tired. You have a report about Orlando Florida due tomorrow. You have two choices. You can go to bed now and try to wing it through the parst you don't have done--or--stay up and finish and not be so alert. What are you going to do
- #2- You have been wanting to go hoarseback riding. your suite Parents gave you horsback riding lessons for your birthday. Now that you the horses up close, you feel afraid. What are you going to do.
- #3- You ar driving late at night. You, keep falling Asleep briefly and waking up startleed. How do you feel this. What are you going to do

Hint: The use of associations can make homophones easier to remember. The following are some possibilities for the homophone problems in Activity #46.

**h**  
h o a r s e  
**c**  
**k**

s **W**e e t  
**e**  
**n**  
**d**  
**y**

Hint: Both titles and abbreviations of names are proper nouns when used as part of a name and, therefore, must be capitalized.

Hint: Sentences that ask questions must end with a question mark.

Hint: "Parents" and "asleep" are common nouns, they are not used at the beginning of a sentence and should not be capitalized.

Hint: "Tomorrow" is a commonly misspelled word because of the confusion over the number of "m's" and the number of "r's." A good clue is to remember that "tomorrow" and "no sorrow" follow the same pattern. "Tomorrow there will be No sorrow."

### Cap Cap

Jordan - Please answer the following in writing. - Mr. T.

#1- You are tired. You have a report about Orlando Florida <sup>,</sup>  
**tomorrow** due tommorrow. You have two choices. You can go to **parts**  
bed now and try to wing it through the parst you dont  
have done--or--stay up and finish and not be so  
alert. What are you going to do <sup>?</sup>

Hint: A comma should be used between a city and a state.

#2- You have been wanting to go **horseback** riding. **Cap**  
**sweet** **No Cap** suite Parents gave you **horseback** riding lessons  
**see** for your birthday. Now that you <sup>v</sup>the horses up  
close, you feel afraid. What are you going  
to do <sup>?</sup>

#3- You <sup>are</sup> driving late at night. You <sup>x</sup> keep falling **No Cap**  
Asleep briefly and waking up **startled**. How do you feel <sup>v</sup>  
**about** this <sup>?</sup> What are you going to do <sup>?</sup>

Hint: Commas should not be used in a sentence where there is no need to pause.

Hint: When a suffix that begins with a vowel is added to a word that ends with a silent "e," the silent "e" is usually dropped before the suffix is added.

# Read It Again, Sam! Book 1--Activity #47

## PROOFREADING TOOLS

**Cross out errors or mark with a pointer. Write the appropriate abbreviation or correction.**

Capital letter error--Cap

Unnecessary capital--No Cap

Incorrect word--write word

No end punctuation--(?) or (!) or (o)

Wrong end punctuation--(?) or (!) or (o)

Word missing-- **v** word

Spelling error--spell word

Comma missing--(,)

Unnecessary comma--**X**

- In the 1800's, Jacob Petticrew owned a blacksmith shop. in one week, he was able to shew 14 horses, billed a set of wagon wheels and fix a couple of wagon wheels?
  - How many horseshoes did he put on during that week?
  - Which do you think took longer: shewing a horse or building a set of wagon wheels.
- Kyle travels for his job. He drove 3 hours on Monday flue 4000 miles on tuesday flew 2 hours on Wednesday, flew 1 hour on Thursday and drove 110 miles on friday. Assume that Kyle always drove 55 miles per hour and flew 500 miles hour.
  - On which day did Kyle spend the most time traveling?
  - Over the five days, how many more hours did he spend flying driving?
  - Lay out a possible scenario that could explain how Kyle could have started in Spokane Washington and ended in Salem Oregon.
- Josie works at a diet center. she often shares her own success story with her clients in hopes that it might encourage them. She tells them that she went on a Diet nine months ago. She has lost 45 Pounds. Two years ago she weighed 215 pounds. Then, she lost 53 pounds. She kept it all off except for 5 pounds.
  - How much does Josie weigh now
  - During the last nine months, Josie lost the same number of pounds each mounth. How much did she lose each month?
  - Why do you think diet center employees are often former successful dieters?

Hint: The use of associations can make homophones easier to remember. The following are some possibilities for the homophone problems in Activity #47.

**f**  
shoe  
**o**  
**t**

**bill--billed**

**t**  
flue  
**b**  
flue

**en/flu/en/za**

**flew**  
**i**  
**n**  
**g**  
**s**

Hint: Days of the week are proper nouns and must be capitalized.

Hint: Sentences that ask questions must end with a question mark.

Hint: Items in a series must be separated with commas.

Hint: Commas are used to separate cities and states.

1. In the 1800's, Jacob Petticrew owned a blacksmith shop. <sup>Cap</sup> in One week, he was able to shew <sup>shoe</sup> 14 horses. <sup>build</sup> billed a set of wagon wheels and fix a couple of wagon wheels? ●

A. How many horseshoes did he put on during that week?

B. Which do you think took longer: <sup>shoeing</sup> shewing a horse or building a set of wagon wheels. ●

2. Kyle travels for his job. He drove 3 hours on Monday <sup>flew</sup> flew 4000 miles on tuesday <sup>Cap</sup> flew 2 hours on Wednesday, <sup>Cap</sup> flew 1 hour on Thursday and drove 110 miles on friday. Assume that Kyle always drove <sup>vper</sup> 55 miles per hour and flew 500 miles hour.

Hint: "Diet" and "pounds" as they are used here, are common nouns and need not be capitalized (even though they are important to Josie).

most time traveling?  
hours did he spend flying <sup>vthan</sup> driving? ●

C. Lay out a possible scenario <sup>Cap</sup> that could explain how Kyle could have started in Spokane Washington and ended in Salem Oregon. ●

3. Josie works at a diet center. <sup>Cap</sup> she often shares her own success story with her clients in hopes that it might encourage them. She tells them that she went on a Diet <sup>No Cap</sup> nine months ago. She has lost 45 <sup>No Cap</sup> Pounds. Two years ago she weighed 215 pounds. Then, she lo

A. How much does Josie weigh now? ●

B. During the last nine months, Josie lost the <sup>month</sup> month. How much did she lose each month?

C. Why do you think diet center employees <sup>dieters?</sup> dieters?

Hint: The spelling of "month" and "mouth" are often confused. Recognizing that they only differ by whether the "n" is right side up or upside down, allows one to see why they are confused and how to keep them straight.

# Read It Again, Sam! Book 1--Activity #48

## PROOFREADING TOOLS

**Cross out errors or mark with a pointer. Write the appropriate abbreviation or correction.**

Capital letter error--Cap	No end punctuation--(?) or (!) or (o)	Spelling error--spell word
Unnecessary capital--No Cap	Wrong end punctuation--(?) or (!) or (o)	Comma missing--(,)
Incorrect word--write word	Word missing-- <b>v</b> word	Unnecessary comma-- <b>X</b>

Medicare is government insurance for people over 65. Medicare pays parts of hospital and doctor bills for these older people. A person has to go to the welfare office to sign up for medicare. If a person worked and paid into Social Security when he/she was younger, Medicare will not cost him/her much. If a person not been paying into social security, Medicare will cost him/her quite a bit, but not nearly as much as a regular insurance payment would be. Many Older people have trouble getting insurance? Medicare is probaly a good deal for them no matter how much they have to pay for it.

Although it helps older people a lot, medicare does not pay for all doctor and hospital bills. also, it will only pay for a certain number of days in the hospital in a row (less than 200 days--some people must leave before being heeled). So, as you can see, Medicare does not solve all problems, but it can help a lot

Medicaid is a goverment plan set up help families who are very pour have a lot of Hospital bills or both. Young children who have parents who are real sick often get help from Medicaid!

The only way for a person to know if he/she can get help from Medicaid is to go to the welfare office and tell the people there the problems he/she is having. the people of the welfare office will know if it is a good idea for a person to apply for Medicaid. They will also know how to go about doing it.



Hint: The use of associations can make homophones easier to remember. The following are some possibilities for the homophone problems in Activity #48.

heel--feet

j  
pour  
i  
c  
e

mm  
poor  
n  
e  
y

Hint: Medicare and Social Studies are both names of specific agencies and are, therefore, proper nouns that need to be capitalized.

Hint: "Older" and "hospital" as they are used here, are common nouns and need not be capitalized.

Hint: "Probably" is often mispronounced and therefore, often misspelled. Solve this problem by making sure to pronounce the second "b."

Hint: The first "n" in "government" is often omitted when speaking. For this reason, many people do not realize it is even there. Make sure not to slide over it when writing.

Medicare is government insurance for people over 65. Medicare pays for all or part of hospital and doctor bills for these older people. A person has to go to the welfare office to sign up for Medicare. If a person worked and paid into Social Security when he/she was younger, Medicare will not cost him/her much. If a person has not been paying into social security, Medicare will cost him/her quite a bit, but not nearly as much as a regular insurance payment would be. Many older people have trouble getting insurance? Medicare is probably a good deal for them no matter how much they have to pay for it.

Although it helps older people a lot, Medicare does not pay for all doctor and hospital bills. Also, it will only pay for a certain number of days in the hospital in a row (less than 200 days--some people must leave before being healed). So, as you can see, Medicare does not solve all problems, but it can help a lot.

Medicaid is a government plan set up to help families who are very poor have a lot of hospital bills or both. Young children who have parents who are real sick often get help from Medicaid.

The only way for a person to know if he/she can get help from Medicaid is to go to the welfare office and tell the people there the problems he/she is having. The people of the welfare office will know if it is a good idea for a person to apply for Medicaid. They will also know how to go about doing it.

# Read It Again, Sam! Book 1--Activity #49

## PROOFREADING TOOLS

Cross out errors or mark with a pointer. Write the appropriate abbreviation or correction.

Capital letter error--Cap	No end punctuation--(?) or (!) or (o)	Spelling error--spell word
Unnecessary capital--No Cap	Wrong end punctuation--(?) or (!) or (o)	Comma missing--(,)
Incorrect word--write word	Word missing-- <b>v</b> word	Unnecessary comma-- <b>X</b>

## Stockton Girls Rout Dakota, Go to 17-1

STOCKTON Illinois--nobody's been able to stop Stockton's #1 seeded girls' basketball team in the NWIC this season.

The lady blackhawks, behind 23 points sophomore Tracy Boyer and a triple-double from Aleta Dvorak, pounded Dakota 63-38 on Saturday to improve to 17-1 overall and 8-0 in the conference.

Dvorak rapped it up with 12 Points, 12 rebounds and 10 assists.

"That's purty amazing in high school basketball," Stockton coach Bob Wyssman said "To tell the Truth, I don't remember ever seeing that since I've been here."

Alesia Ellsworth added 10 points for Stockton, which led 42-16 at halftime.

Dakota (7-10, 3-5) was led by missy Toelke's 12 points Stephanie Boland's 10 and Connie Sentra's 9?

### Warren 53, Le-Win 34

At Lena, the Warriors broke the NWIC game open in the second half, outscoring

the Panthers 34-17 on Saturday.

Sophmore Angela Holland scored 14 points to lead Warren to its 14th victory in 17 games. the Warriors are 5-2 in the NWIC. Julie James 13 points for Warren while Kristine Cornelius scored 10.

Kendra Lutz had 9 points to lead the Panthers (8-10, 3-5)

### Eastland 52, Aquin 22

At Freeport, 25 points from Nicole Brinker was all the Cougars needed to improve to 3-4 in the NWIC and 6-10 overall on Saturday?

Monica Moll added 12 points for Eastland, which led 25-7 at halftime and outscored Aquin in all four quarters.

The bulldogs (1-12, 0-8) were led by Anne Runte's 8 points.

Adapted from original article in the January 25, 1993 Freeport Journal-Standard.

Hint: The use of associations can make homophones easier to remember. The following are some possibilities for the homophone problems in Activity #49.

plants  
e  
e  
d

Wrap the wrench and  
the wristwatch.

Hint: The city at the beginning of a news article is not part of the first sentence. So, the first word after it needs to be capitalized.

Hint: "Pretty is often mispronounced which often leads to a misspelling. Make sure to use the blend "pr" at the beginning of "pretty," like in pretty princess.

Hint: The term "Lady Blackhawks" and the term "Bulldogs" are both used to refer to specific teams. Therefore, they are proper nouns and must be capitalized.

Hint: "Points" and "truth" as they are used here, are common nouns and need not be capitalized.

## Stockton Girls Rout Dakota, Go to 17-1

STOCKTON Illinois nobody's been able to stop Stockton's #1 seeded girls' basketball team in the NWIC this season.

The lady blackhawks, behind 23 points from sophomore Tracy Boyer and a triple-double from Aleta Dvorak, pounded Dakota 63-38 on Saturday to improve to 17-1 overall and 8-0 in the conference.

Dvorak rapped it up with 12 Points, 12 rebounds and 10 assists.

"That's purty amazing in high school basketball," Stockton coach Bob Wyssman said. "To tell the Truth, I don't remember ever seeing that since I've been here."

Alesia Ellsworth added 10 points for Stockton, which led 42-16 at halftime.

Dakota (7-10, 3-5) was led by missy Toelke's 12 points Stephanie Boland's 10 and Connie Sentra's 9?

Warren 53, Le-Win 34

At Lena, the Warriors br game open in the second ha

Hint: People's names should always be capitalized.

the Panthers 34-17 on Saturday.

Sophomore Angela Holland scored 14 points to lead Warren to its 14th victory in 17 games. the Warriors are 5-2 in the NWIC. Julie James 13 points for Warren while Kristine Cornelius scored 10.

Kendra Lutz had 9 points to lead the Panthers (8-10, 3-5)

Eastland 52, Aquin 22

At Freeport, 25 points from Nicole Brinker was all the Cougars needed to improve to 3-4 in the NWIC and 6-10 overall on Saturday?

Monica Moll added 12 points for Eastland, which led 25-7 at halftime and outscored Aquin in all four quarters.

The bulldogs (1-12, 0-8) were led by Anne Runte's 8 points.

Hint: Sentences that do not ask questions should not end with question marks.

Hint: "Sophomore" is a word that is often spoken without the middle "o." Therefore, it is often spelled that way. Remember that it is a three syllable word.

# Read It Again, Sam! Book 1--Activity #50

## PROOFREADING TOOLS

**Cross out errors or mark with a pointer. Write the appropriate abbreviation or correction.**

Capital letter error--Cap

Unnecessary capital--No Cap

Incorrect word--write word

No end punctuation--(?) or (!) or (o)

Wrong end punctuation--(?) or (!) or (o)

Word missing--**v** word

Spelling error--spell word

Comma missing--(,)

Unnecessary comma--**X**

Many current, day, employees are not adekwuately trained to function successfully in today's workplace They do not have the math reading and/or language skills needed to be as productive as they could be. These functionally Illiterate adults are hurting the bottom line in many companies. the Basic Work Skills programs have been created to help bale these companies out?

Basic Work Skills is a practical and flexible program desined to improve workplace math and reading/language skills. The bottom line goal of this program is to mold more efficient, productive workers who feel good about themselves and their jobs. These are the key ingredients to profitability.

Peekan Publications, Inc. has developed the basic work skills programs following years of extensive research and field testing. The programs can used quite successfully stand alone programs. however, Peekan will also design custom programs for companies that would like to have company specific training interspersed with the core of basic materials.

Now is the time to seas the opportunity to start upgrading the skills of your employees. A mind is a terrible thing to waist. So is a company's resources Call peekan today!

Hint: The use of associations can make homophones easier to remember. The following are some possibilities for the homophone problems in Activity #50.

**bail--jail**

**w**  
seas  
**t**  
**e**  
**r**

**waist**  
**n**  
**c**  
**h**  
**e**  
**s**

Hint: Commas should not be used where no pause is needed.

Hint: Remembering that the "kw" sound is almost always spelled with a "qu" will help with the spelling of "adequately."

Hint: "Illiterate" is used here as a common noun and does not need to be capitalized.

Hint: Commas are used to separate items in a series.

Many current-day employees are not **adequately** trained to function successfully in today's workplace. They do not have the math reading and/or language skills needed to be as productive as they could be. These functionally **No Cap** illiterate adults are hurting the bottom line in many companies. **Cap** the Basic Work

Hint: A sentence that does not ask a question should not end with a question mark.

**bail**  
to bale these companies out?

Hint: The silent "g" in "designed" is tricky. You can remember it by thinking about the "design of the sign."

**designed**  
and flexible program designed to improve skills. The bottom line goal of this program

Hint: "Basic Work Skills" is the name of a specific group of programs and is, therefore, a proper noun and must be capitalized

workers who feel good about themselves and to profitability. **Cap Cap Cap** developed the basic work skills programs

following years of extensive research and field testing. The programs can **vbe** used quite successfully **vas** stand alone programs. **Cap** however, Peekan will also design custom programs for companies that would like to have company specific training interspersed with the core of basic materials.

Now is the time to **seize** the opportunity to start upgrading the skills of your employees. A mind is a terrible thing to **waste**. So is a company's resources. **!** Call **Cap** Peekan to

Hint: Remember that use of exclamation points is subjective. "So is a company's resources!" was intended as a bit of humor. Therefore, the exclamation point is appropriate.

Hint: Company names are proper nouns and, therefore, must be capitalized.

## Misspelled Words &/or Typos Used in *Read It Again, Sam! Book 1*

(The numbers correspond to the Activities where the word was misspelled.)

accidents--42	explained--39	poisoning--15
adequately--50	exploring--24	pollution--18
agree--39	extensively--22	possible--36
agreement--25	father--13	pretty--49
ahead--1	fence--42	probably--29, 48
always--29	few--32	proof--39
and--40	finally--27	purely--14
any--30	five--32	really--26
appearance--27	form--4	reduced--3
asking--23	forty--28	represent--34
attractions--10	fried--10	responsibilities--13
beautiful--7, 18	from--4, 5, 22, 30, 32, 33	rights--23
become--19	future--39	running--41
been--1	general--4	said--22
before--43	getting--2	Saturday--1
believe--40	government--48	saved--15
blueprint--45	happier--45	several--28, 44
breathe--29	hiring--19	shortening--6
buddies--28	horseback--46	shows--1
business--33	information--19	similar--28
carefully--17	interested--3	sophomore--49
causing--36	investors--12	special--8
chance--39	judge--5	spectacular--12
choking--20	juice--6	startled--46
clothing--21	leaving--28	stations--45
collective--25	lively--38	strong--38
common--15	loud--36	success--24
competitors--5	maintained--10	sure--5
contracting--29	meet--39	surprised--2
could--43	misjudge--38	teaching--11
cutting--13	month--47	together--41
defense--4	more--33	tomorrow--46
designed--10, 50	mountains--16	the--21, 33, 43
desserts--13	mouth--20	they--19
develop--7	moving--16	usually--17
developers--12	new--32	vacation--8
died--42	not--39	Volkswagen--19
dormitory--37	of--9	what--21
easier--16, 40	often--39	widely--44
empty--32	partners--33	work--29
enemy--26	parts--46	worked--26
enough--14	people--2	worker--26
everyday--37	planning--8	



## Read It Again, Sam! Book 1

- Capitalizing Proper Nouns
- Deleting Unnecessary Commas
- Using End Punctuation
- Inserting Commas Between States and Capitals
- Correcting Spelling Errors
- Using Homophone Sets Correctly
- Ensuring That Every Sentence Starts With a Capital Letter Period or Question Mark or Exclamation Point?
- Locating Unnecessary Capital Letters
- Inserting Missing Words
- Properly Using Commas in a Series

## Read It Again, Sam! Book 2

- Capitalizing Proper Nouns
- Deleting Unnecessary Commas
- Using End Punctuation
- Inserting Commas Between States and Capitals
- Correcting Spelling Errors
- Using Homophone Sets Correctly
- Ensuring That Every Sentence Starts With a Capital Letter Period or Question Mark or Exclamation Point?
- Locating Unnecessary Capital Letters
- Inserting Missing Words
- Properly Using Commas in a Series
- Forming Possessives Properly
- Correcting Errors in Contractions
- Identifying Incorrectly Used Words
- Rewriting Awkward Sentences
- Inserting Commas After Introductory Phrases
- Separating Names in Direct Address From Sentence
- Using Commas to Isolate Unnecessary words in a Sentence
- Capitalizing the First Word in a Quote
- Properly Writing Titles of Books, Magazines, Movies, Songs, etc.
- Utilizing Proper Verb Tense, Number and Subject/Verb Agreement



THE PEEKAN DIFFERENCE

ISBN No. 0-922996-13-x  
Cat. No. LA230